

Electionware®

Volume IV: Deliver User's Guide

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Proprietary Document Section	Description
N/A	N/A

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Part 1: Configure Equipment

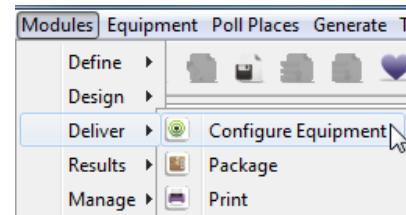
The Configure Equipment module of the Deliver group enables you to manage equipment settings, security codes and generate election files for your selected equipment. Configure Equipment contains information about the following topics:

- ◆ [Chapter 1: Introduction to Configure Equipment](#)
- ◆ [Chapter 2: Configure Equipment Navigator](#)
- ◆ [Chapter 3: DS/ExpressVote Security](#)
- ◆ [Chapter 4: AutoMARK Security](#)
- ◆ [Chapter 5: DS200 Settings](#)
- ◆ [Chapter 6: DS850 Settings](#)
- ◆ [Chapter 7: AutoMARK Settings](#)
- ◆ [Chapter 8: ExpressVote Settings](#)
- ◆ [Chapter 9: DS850 Network Settings](#)
- ◆ [Chapter 10: Add Contest Groups](#)
- ◆ [Chapter 10: Add Contest Groups](#)
- ◆ [Chapter 11: Poll Tape Affidavit](#)
- ◆ [Chapter 12: Generate DS Election Data](#)
- ◆ [Chapter 13: Generate Accessible Equipment Election Data](#)
- ◆ [Chapter 14: Configure Equipment Reports](#)

Chapter 1: Introduction to Configure Equipment

Use the options in **Configure Equipment** to manage equipment and security settings. Here you can perform actions such as configuring settings and security for your digital and accessible equipment. Once your equipment is configured, you can then use commands in the **Tools** and **Manage** menus to create the equipment configuration files necessary for your election.

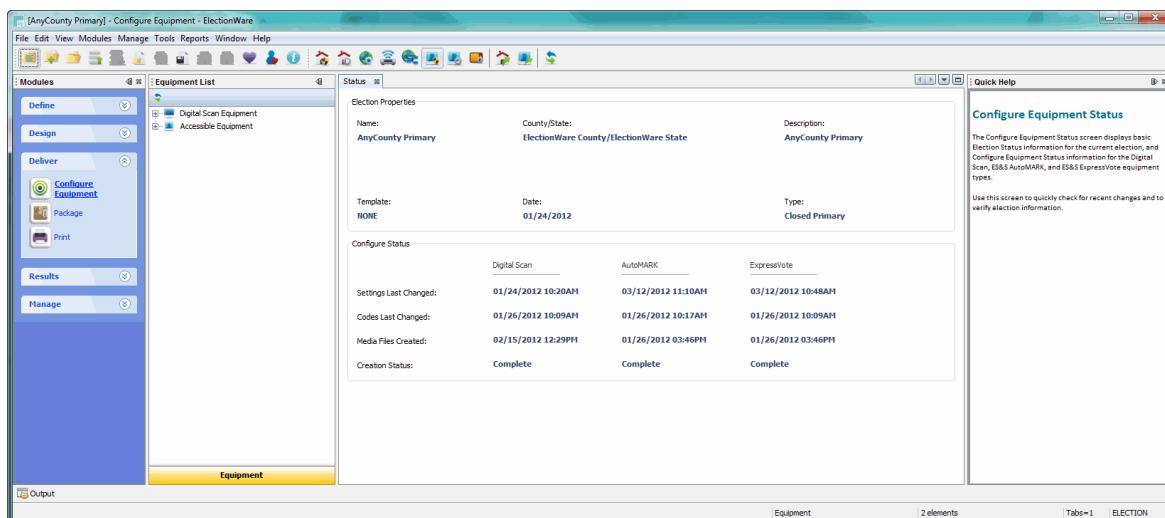
From the Modules menu, point to **Deliver** and select **Configure Equipment**.



- Or, from the Modules pane, select Deliver and click the **Configure Equipment** icon.



The Configure Equipment Module is now active in the Electionware Workspace.



Configure Equipment Toolbar Icons

In addition to the default Electionware icons, Configure Equipment has a unique set of icons in the toolbar as well. Use these icons as shortcuts to Electionware menu options.



Reference: For information regarding the default software icons, see ES&S Electionware Volume I: Administrator's Guide, Chapter 9: Default Electionware Icons.

Configure Equipment Toolbar Icons

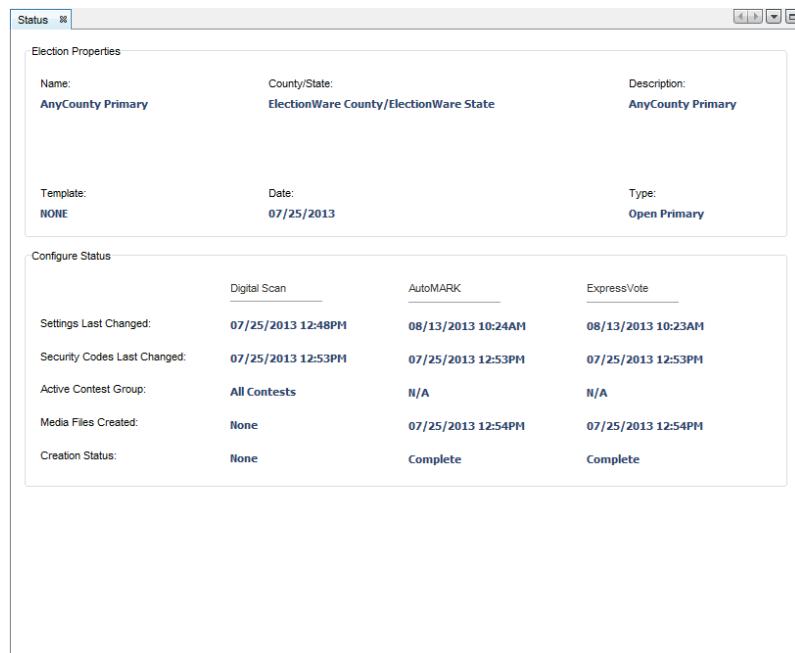
Icon	Action Name	Description
	DS/ExpressVote Security	Configure Digital Scan and ExpressVote Security.
	DS200 Settings	Configure Settings for the ES&S DS200.
	DS850 Settings	Configure Settings for the ES&S DS850.
	AutoMARK Security	Configure ES&S AutoMARK Equipment Codes.
	AutoMARK Settings	Configure Settings for the ES&S AutoMARK.
	ExpressVote Settings	Configure Settings for the ES&S ExpressVote.
	DS850 Network Settings	Configure DS850 Network Settings.
	Generate DS Election Data	Create election data for the ES&S DS200 and DS850.
	Generate Accessible Equipment Election Data	Create election data for ES&S AutoMARK.

Configure Equipment Status

The Configure Equipment Status screen is split into two sections. The first section, **Election Properties**, includes information regarding the Election name, template applied, jurisdiction information, election date, description and type.

The second section, **Configure Status**, contains the current status of the Configure portion of your election. This information includes time and date stamping for various setting and security processes. This information includes: Settings Last Changed, Codes Last Changed, Active Contest Group, Media Files Created, and Creation Status. The time and date stamp is updated to reflect the most recent time and date that each of these options were accessed for all of the available equipment types.

The status page opens whenever the Configure Equipment module is accessed.



The screenshot shows a software window titled "Status". The window is divided into two main sections: "Election Properties" and "Configure Status".

Election Properties:

Name: AnyCounty Primary	County/State: ElectionWare County/ElectionWare State	Description: AnyCounty Primary
Template: NONE	Date: 07/25/2013	Type: Open Primary

Configure Status:

	Digital Scan	AutoMARK	ExpressVote
Settings Last Changed:	07/25/2013 12:48PM	08/13/2013 10:24AM	08/13/2013 10:23AM
Security Codes Last Changed:	07/25/2013 12:53PM	07/25/2013 12:53PM	07/25/2013 12:53PM
Active Contest Group:	All Contests	N/A	N/A
Media Files Created:	None	07/25/2013 12:54PM	07/25/2013 12:54PM
Creation Status:	None	Complete	Complete

Chapter 2: Configure Equipment Navigator

As mentioned in the Introduction, the Navigator pane changes in conjunction with the selected module. The following information delineates functionality in the Navigator pane, as it is utilized in the Configure Equipment module.

Upon selecting the Configure Equipment module, note the navigation button at the bottom of the Navigator pane: **Equipment**.

By utilizing the Navigator toolbar icons in conjunction with right-clicking elements in the navigator tree, you will be able to perform many of the functions normally performed through the Electionware menu tree.



Reference: More information about configuring equipment settings can be found in [Chapter 4: AutoMARK Security](#), [Chapter 9: DS850 Network Settings](#), and [Chapter 8: ExpressVote Settings](#).

Equipment Icons		
Icon	Action Name	Description
	DS/ ExpressVote Security	Configure security settings for digital scan and ExpressVote equipment.
	DS200 Settings	Configure settings for the DS200.
	DS850 Settings	Configure settings for the DS850.
	DS850 Network Settings	Configure DS850 Network Settings.
	AutoMARK Security	Configure security settings for the AutoMARK.
	AutoMARK Settings	Configure Settings for the AutoMARK.
	ExpressVote Settings	Configure Settings for the ExpressVote.
	DS850 Network Settings	Configure DS850 Network Settings.
	Generate Accessible Equipment Election Data	Generate accessible equipment election data.
	Generate DS Election Data	Generate digital scan equipment election data.

Chapter 3: DS/ExpressVote Security

The **DS/ExpressVote Security** option enables you to set up the codes used with your digital scan and ExpressVote equipment for an election.

1. From the **Manage** menu, click **DS/ExpressVote Security**.

The Digital Scan Security screen appears:

Digital Scan Code Standards

Codes are case sensitive in Electionware and must meet certain requirements for use with ES&S DS200, and DS850, and ExpressVote.



Important: The **Election Code Strength** is dependent on the settings made in the Setup module, with three different options for level of strength.



Reference: For more information on Election Code settings, see *ES&S Electionware Volume I: Administrator's Guide*, Chapter 11 Electionware Procedures: Set Election Code Strength.

- ◆ With the exception of the Election Code, all other DS/EV security codes must be at least 8 characters and no more than 16 characters in length.
- ◆ Codes must contain at least one character from three of the four types listed below:
 - Upper case letters (A-Z)
 - Lower case letters (a-z)
 - Numerals (0-9)
 - Punctuation symbols ' ~ ! @ # \$ % ^ & * () = + , . / < > ? ; : " [] { } |



Note: The '-' (hyphen) is the only symbol available for the ES&S AutoMARK Election Code.

Entering the Codes

2. Enter the codes for this election.

- The **Election** code is used to open an election.



Reference: Election Code parameters will depend upon what code strength was selected in *ES&S Electionware Volume I: Administrator's Guide*, Chapter 11 Electionware Procedures: Set Election Code Strength.

- The **Override** code is used on the digital scanner to re-open an election.
- The **Qualification** code is used on the digital scanner to clear the tabulator of the previous election logs and codes, and to prepare ERM for use with the current election.
- The **Administration** code is used to access the administration login on the DS200. The ExpressVote uses a unique and independent code for accessing the administration menu.



Election Security Caution: ES&S recommends using a different set of codes for each election.

3. After you enter each code, press **Tab** or click in the appropriate confirmation field and reenter the code to confirm it.

As you enter and confirm codes, a green check mark on the right side of the screen will appear. If a confirm code does not match the original, a red 'X' appears next to that row.

The **Last Saved** message below the code fields tells you whether the codes have been saved and the date of the last save.

Once you have entered your digital scan codes for this election, select **Save** if you want to save these codes. Select **Refresh** to discard all changes made on the screen and reset the values to those last saved, or select **Close** to exit the screen.



Note: If your newly entered codes have not met the Electionware code standards, you will be prompted to re-enter them using the characteristics listed in [Digital Scan Code Standards](#).

If you close the Digital Scan Security screen prior to saving, a prompt will appear asking you if you want to save. Click **Yes** to save and exit the screen. Click **No** to close the prompt and the Digital Scan Security screen without saving. Or, click **Cancel** to return to the Digital Scan Security screen.

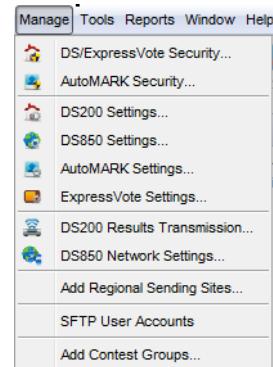
Chapter 4: AutoMARK Security

The **AutoMARK Security** menu option enables you to set up the Election code used with the ES&S AutoMARK for this election. The Election code must be used to "unlock" the compact flash card when it is first inserted in the ES&S AutoMARK and the ES&S AutoMARK has been turned on. Until the compact flash card is "unlocked," the ES&S AutoMARK cannot be used for voting.



Reference: Security code parameters will depend upon what Election code strength was selected in *ES&S Electionware Volume I: Administrator's Guide*, Chapter 16: Set Election Code Strength.

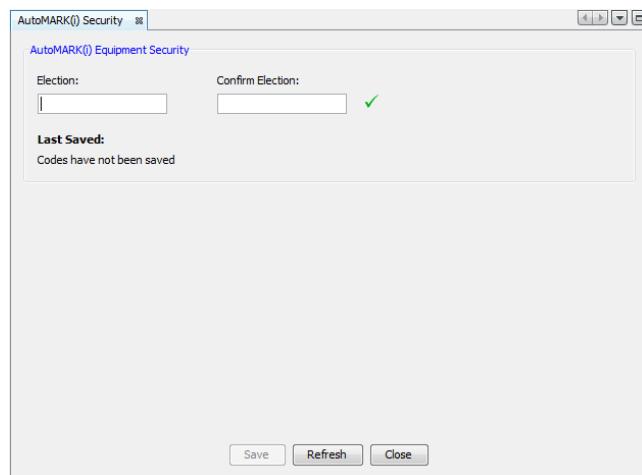
1. From the **Manage** menu, select **AutoMARK Security**.



The AutoMARK Security screen appears:

AutoMARK Code Standards

Codes are case sensitive in Electionware and must meet the following requirements in order to successfully save them at this menu option for the ES&S AutoMARK.



- The code can be from 4 characters to 16 characters in length, depending upon the election code strength setting.
- Codes can contain letters, numbers, or the dash symbol.
- Codes can *not* contain a space.

Entering the Codes

2. Enter the election code in the **Election** field.
3. Once the code is entered, press **Tab** or click the **Confirm Election** field to re-enter the code.

After you confirm the code, a green check mark on the right side of the screen will appear. If the confirm code does not match the original, a red **X** appears is displayed.



Election Security Caution: ES&S recommends using a different Election code for each election.

The **Last Saved** informational message below the code fields tells you whether the codes have been saved and the date of the last save.

Once you have entered your accessible equipment election code, select **Save** if you want to save this code. Select **Refresh** to discard all changes made on the screen and reset the values to those last saved, or select **Close** to exit the screen.



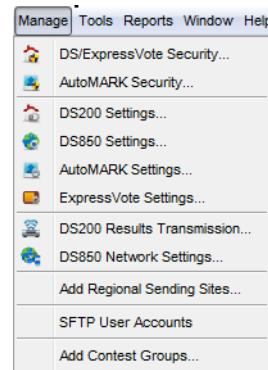
Note: If your newly entered codes have not met the Electionware code standards, you will be prompted to re-enter them using the characteristics listed in [AutoMARK Code Standards](#).

If you close the AutoMARK Security screen prior to saving, a prompt will appear asking you if you want to save. Click **Yes** to save and exit the screen. Click **No** to close the prompt and the AutoMARK Security screen without saving. Or, click **Cancel** to return to the AutoMARK Security screen.

Chapter 5: DS200 Settings

Use **DS200 Settings** to set up poll place options, configure ballot handling options, select ballot image options, configure ballot diversion and stamping options, and select report options for your DS200 equipment type. To configure your DS200, follow the steps below:

1. From the **Manage** menu, select **DS200 Settings**.



The DS200 Settings window will appear.

Poll Place Options

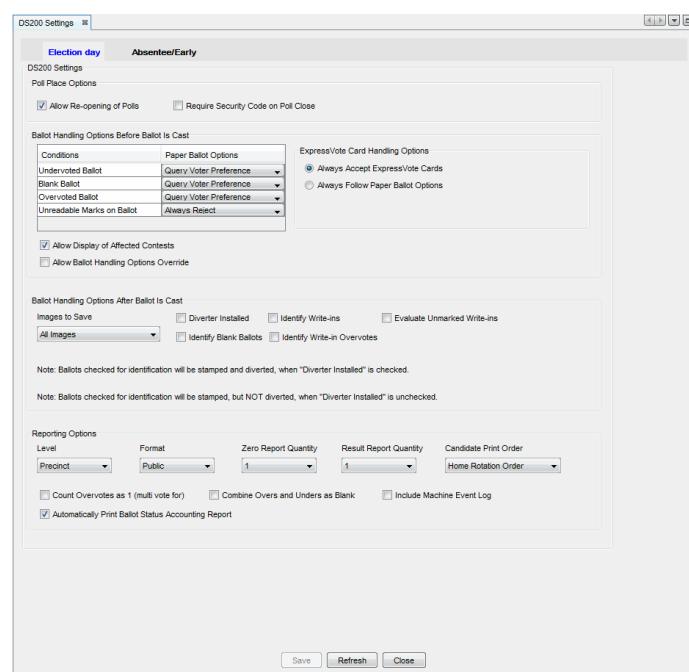
2. Select the **Allow Re-Opening of Polls** option to enable a poll worker to re-open the polls after the polls have been closed. Do not select this option if you do not want poll workers to re-open polls.
3. Select **Require Security Code on Poll close** in order to require the poll worker to enter a security code to close the polls.

Ballot Handling Options Before Ballot is Cast

4. Select the Ballot Handling Options for this election. You can select whether to **Always Accept**, **Always Reject**, or **Query Voter Preference** for an **Undervoted Ballot**, **Blank Ballot**, **Crossover Voted Ballot**, **Overtaxed Ballot** or **Unreadable Marks on Ballot**.



Note: Blank Ballots are ballots that either do not contain any votes, have been marked with a non-standard marking device for the ES&S DS200, or have been marked improperly (for example, circling a candidate rather than filling in the appropriate oval).





Note: The **Crossover Voted Ballot** option is only available for open primary elections.

If **Query Voter Preference** is selected, the ES&S DS200 will list all of the contests that are marked with either undervotes or overvotes. The voter will have a choice to accept the ballot with the existing condition or return the ballot to the voter for correction.

- Select **Allow Display of Affected Contests**, if you want the affected contest to display on the DS200 screen. For instance, if a race contains an undervote, that race will be displayed on the screen, accompanied by an explanation of how to handle the undervote.
- Select **Allow Ballot Handling Options Override** if you want poll workers or voters to have the option to override ballot handling options. For instance, if a race contains an undervote, with this option enabled, the poll worker or voter can override the error and submit the ballot despite the voting anomaly.

5. From the ExpressVote Card Handling Options section, select from the following:

- **Always Accept ExpressVote Cards** - This option forces the DS200 to always accept ExpressVote cards, regardless of the ballot handling options configured for the DS200.
- **Always Follow Paper Ballot Options** - This option forces the DS200 to always follow the paper ballot options configured in the previous steps.



Note: These options are dependent upon the license file provided with your copy of ElectionWare. If you have questions regarding the license file you currently have, please contact ES&S.

Ballot Handling Options After Ballot is Cast

Select the Ballot Image Options for this election. This option determines whether the ballot images are stored.

In addition, this section determines the diverter and stamp options for your election. For available options for DS200 equipment with a ballot box diverter installed, see [Diverter Installed](#). For available options for DS200 equipment without a ballot box diverter installed, see [Diverters Not Installed](#).

6. From the **Images to Save** drop-down menu, select how you want the DS200 to handle ballot images.

- Select **No Images** if you want the DS200 to not save any ballot images.
- Select **All Images** if you want the DS200 to save all ballot images to the USB memory device.
- Select **Write-in Images Only** if you want the ES&S DS200 to only save write-in ballot images to the USB memory device.

Diverter Installed:

7. Select **Diverter Installed** if your ballot boxes have a ballot diverter installed.



Note: Ballots checked for identification will be identified by both diversion and a stamp if **Diverter Installed** is selected. Ballots checked for identification will be identified by only a stamp if **Diverter Installed** is not selected.

- Select **Identify Write-ins** if you want the DS200 to divert and stamp write-in ballots.
- Select **Identify Blank Ballots** if you want the DS200 to divert and stamp blank ballots.
- Select **Identify Write-in Overvotes** if you want the DS200 to divert and stamp write-in overvotes.
- Select **Evaluate Unmarked Write-ins** if you want the DS200 to detect ballots with unmarked write-ins. Unmarked write-ins are voter responses with a candidate name written on the ballot, but no marks present within the oval or voter target.

Diverters Not Installed:

8. If your ballot boxes do not have a ballot diverter installed, do not select **Diverter Installed**.

- Select **Identify Write-ins** if you want the DS200 to stamp write-in ballots.
- Select **Identify Write-in Overvotes** if you want the DS200 to stamp write-in overvotes.
- Select **Identify Blank Ballots** if you want the DS200 to stamp blank ballots.
- Select **Evaluate Unmarked Write-ins** if you want the DS200 to detect ballots with unmarked write-ins. Unmarked write-ins are voter responses with a candidate name written on the ballot, but no marks present within the oval or voter target.

Reporting Options

Select the options that indicate how you want the DS200 to print reports.

9. In the **Level** drop-down menu, select whether you want the reports to list the vote tallies at the polling place level, the precinct level, or both. The **Precinct** level report prints the results individually by precinct. The **Poll** report prints all the contests for all the precincts in the polling place. The **Poll and Precinct** report prints both by individual precinct, as well as by all of the precincts in the polling place. The **Poll and Precinct** option will print each precinct on the Zero Tape, whereas the Results Tape will print one poll summary, then signature lines, followed by each individual precinct in the poll.

10. In the **Format** drop-down menu, select **Detailed** to display more detail about the contests, including the overvotes, under votes, and total vote counts, or select **Public** to display only the total counts for all the candidates in a contest.

11. From the **Zero Report Quantity** drop-down menu, select the number of zero reports you want the ES&S DS200 to automatically print when you open the polls. You can select a value from 0-9.

12. From the **Result Report Quantity** drop-down menu, select the number of results reports you want the ES&S DS200 to automatically print when you close the polls. You can select a value from 0-9.



Note: When the **Poll** report is included in the report options, only one poll summary will print, followed by the signature lines, in addition to the quantity of **Precinct** reports selected, if any.

13. From the **Candidate Print Order** drop-down menu, select either **Precinct Rotation Order**, or **Home Rotation Order** to print candidate results in either precinct or home rotation order.



Note: The home rotation is based upon the ballot layout for the first precinct or ballot style.

14. Select **Count Overvotes as 1 (multi vote for)** if you have multi-vote for races on your ballot, and would like all overvotes to be compiled into one overvote. For example: If you have a "Vote For Three" race on the ballot, an overvote of two votes would instead be counted as one overvote.

15. Select **Combine Overs and Unders as Blank** to combine overvotes and undervotes and leave them blank on the report.



Note: The **Count Overvotes as 1** and **Combine Overs and Unders as Blank** are mutually exclusive. Both can be unchecked, but only one can be checked.

16. Select the **Include Machine Event Log** check box if you want to print an audit log along with the Results Report when polls are closed on the ES&S DS200. An audit log is a record of when the ES&S DS200 was activated, when a voting session started, whether the voter accepted to cast a ballot with write-ins, and other detailed information.

17. Select **Automatically Print Ballot Status Accounting Report** to automatically print a report that details ballot styles used at the precinct/poll.

Once you have configured the DS200 for this election, select **Save** if you want to save these parameters. Select **Refresh** to discard all changes made on the screen and reset the values to those last saved, or select **Close** to exit the screen.

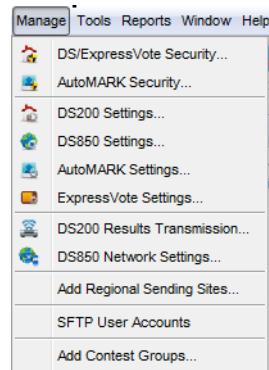
If you close the DS200 Settings screen prior to saving, a prompt will appear asking you if you want to save. Click **Yes** to save and exit the screen. Click **No** to close the prompt and the DS200 Settings screen without saving. Or, click **Cancel** to return to the DS200 Settings screen.

Chapter 6: DS850 Settings

Use **DS850 Settings** to configure bin handling options, ballot handling options, select ballot image options, and select report options for your DS850 equipment type. To configure your DS850, follow the steps below:

1. From the **Manage** menu, select **DS850 Settings**.

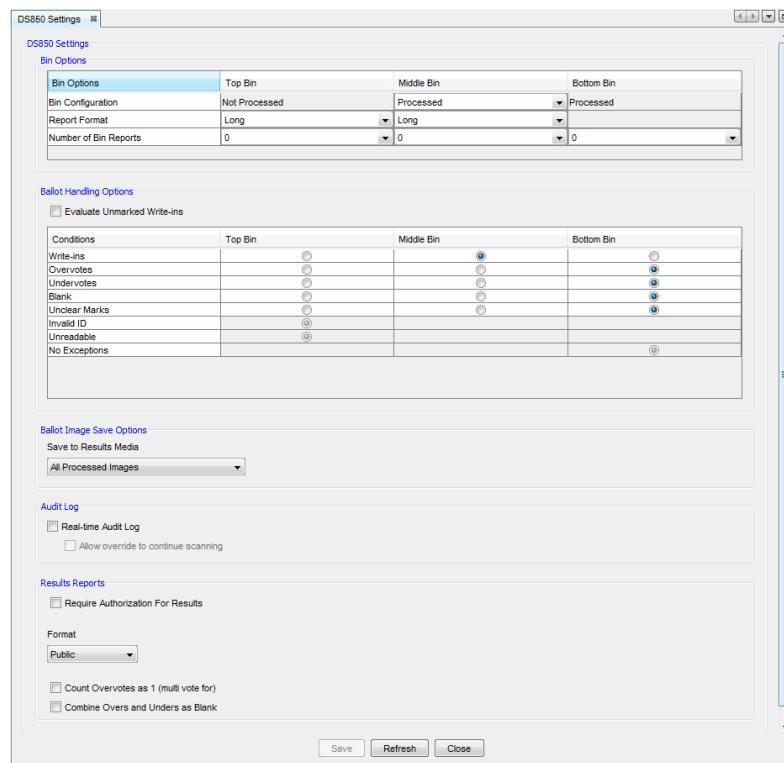
The DS850 Settings window will appear.



Bin Options

Use this section of the screen to change reporting options for ballots that are tabulated by the DS850.

1. Set the Bin Configuration for **Processed** and **Not Processed** ballots.
2. Select either **Long** or **Short** for bin reports for each bin.
3. Select the number of reports you want from each bin by selecting a number (1-10) from the available drop-down menu.



Ballot Handling Options

Use this section of the screen to change bin sorting for ballots that are tabulated by the DS850.

4. Select **Evaluate Unmarked Write-ins** to have the DS850 check for write-in marks when the associated target is not filled in.

- For each of the available ballot types: **Write-in, Overvotes, Undervotes, Blank, and Unclear Marks** select the bin you want these ballots sorted to.



Note: The **Crossover** option is only available for open primary elections.



Note: **Invalid ID, Unreadable, and No Exceptions** are not currently supported in this version of Electionware.

Ballot Image Options

Select the Ballot Image Options for this election. This option determines whether the ballot images are stored.

- From the **Save to Results Media** drop-down menu, select how you want the ES&S DS850 to handle ballot images.
 - Select **None** if you want the ES&S DS850 not to save any ballot images.
 - Select **All Processed Images** if you want the ES&S DS850 to save all processed ballot images.
 - Select **Processed Write-in Images Only** if you want the ES&S DS850 to only save processed write-in ballot images.

Audit Log Reports

Select audit log options, and how they are handled by the DS850.

- Select the **Real-time Audit Log** check box if you want to print a real-time audit log during operation of the ES&S DS850. An audit log is a record of all significant user activity on the ES&S DS850. If you select this check box, the **Allow override to continue scanning** option will become available. Selecting this check box would allow the election administrator to disable real-time audit log printing to allow scanning of ballots in the event the audit log printer is not functional.

Results Reports

Select results reporting options, and how they are handled by the DS850.

- If required, select the **Require Authorization For Results**, option to require the user to enter an authorization code to print results.
- From the Results Reports **Format** drop-down menu, select whether you want the ES&S DS850 to print the **Detailed** or **Public** format when these reports are printed from the user interface. Select **Detailed** to display more detail about the contests, including the over votes, under votes, and total vote counts, or select **Public** to display only the total counts for all the candidates in a contest.

10. Select Combine Overs and Unders as Blank to combine overvotes and undervotes as blank on the report.

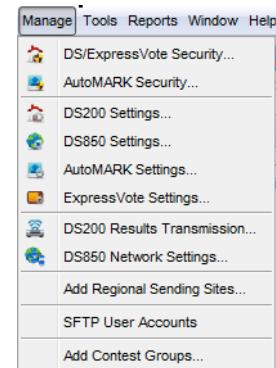
Once you have configured the DS850 for this election, select **Save** if you want to save these parameters. Select **Refresh** to discard all changes made on the screen and reset the values to those last saved, or select **Close** to exit the screen.

If you close the DS850 Settings screen prior to saving, a prompt will appear asking you if you want to save. Click **Yes** to save and exit the screen. Click **No** to close the prompt and the DS850 Settings screen without saving. Or, click **Cancel** to return to the DS850 Settings screen.

Chapter 7: AutoMARK Settings

Use the **AutoMARK Settings** option to select how you want the ES&S AutoMARK to handle vote session, audio, ballot, write-in, and terminal properties.

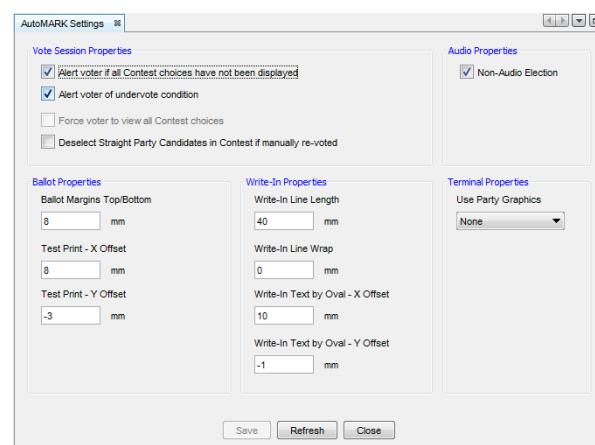
From the **Manage** menu, select **AutoMARK Settings**.



The AutoMARK Settings window will appear:

Vote Session Properties

1. Select **Alert voter if all Contest choices have not been displayed** if you want the ES&S AutoMARK to display an alert to the voter when there are some choices that have not yet been displayed.



Note: If this option is selected, the voter must scroll through the screens if there are more contest choices to view.

2. Select **Alert voter of undervote condition** if you want the ES&S AutoMARK to display an alert when the voter has not selected the full number of candidates allowed for any given race.
3. Select **Force voter to view all Contest choices** if you want the ES&S AutoMARK to force the voter to view all contest choices by scrolling through all of the choices in the contest. Leave this check box blank if you do not want to force the voter to view all contest choices before submitting a vote.



Note: If this option is selected, the ES&S AutoMARK will not advance to the next contest question if there is more text to view.



Note: The **Alert voter if all Contest choices have not been displayed** and **Force voter to view all Contest choices** options are mutually exclusive. Both cannot be selected for an election simultaneously. However, they may both be left unselected.

4. Enable the **Deselect Straight Party Candidates in Contest if manually re-voted** to deselect a straight party selection if the voter selects a candidate manually.

Audio Properties

5. Select **Non-Audio Election** to deactivate audio for this election. When selected, audio files will not be required during export, and the VAT will not attempt to play audio files.

Ballot Properties

The **Ballot Margins Top/Bottom** field indicates the largest amount of white space on the ballot before the timing track starts. This field is set when you import ballot information into Electionware, and the value depends on your ballot style. For example, if you use an a 19" ballot with 91 rows, this field is set to 12 mm. so that the ES&S AutoMARK will check for the timing track 12 mm. after the edge of the ballot.

In most cases, the default value will work for the chosen ballot type. If there is an unusual amount of white space at the top or bottom of the ballot and the VAT is unable to recognize the ballot on insertion, this value may have to be increased. To set this value manually, measure the amount of white space with a ruler and enter that value, in millimeters, into the text box. In addition, set this field for the largest margin of white space on the ballot. For example, if the top of the ballot has 5 mm. of white space and the bottom of the ballot has 7 mm. of white space, set the value in this field to 7.



Note: The ES&S AutoMARK VAT does not currently support ballots with removable stubs unless the stubs have been removed prior to insertion.

The Test Print Offset fields (X and Y) are used to offset the candidate names when printing a test ballot, so that they do not over-print the pre-printed names on the ballot.

- **Test Print - X Offset** specifies the x-axis offset distance in millimeters from the center of the oval. (The distance to the right or left from the center of the oval.) View landscape ballots in portrait orientation for this measurement.
- **Test Print - Y Offset** specifies the y-axis offset distance in millimeters from the center of the oval. (The distance up or down from the center of the oval.) View landscape ballots in portrait orientation for this measurement.

Write-In Properties

The **Write-In Line Length** field indicates the length of the space, in millimeters, for the write-in name. This value, along with the values set in the **Write-In Text by Oval - X Offset** and **Write-In Text by Oval - Y Offset**, should always be checked against a printed ballot to ensure that write-in text is never printed close to a valid oval location or on top of printed text. If necessary, measure the available space on the printed ballot with a ruler to ensure that there is enough room.

The **Write-In Line Wrap** field is the measurement of the write-in line length in millimeters. Editing the values in this field change the overall length of the write-in line. For example, you may have a write-in name length of 60mm and choose to have it move to the next line after 31mm. If you had a wrap value of 15mm and used the full 60mm of write-in length, the ballot's write-in selection lines would all wrap four times.

The maximum value for the wrap length is 60 mm. Enter a 0 in this field if you do not want write-in text to wrap.



Note: If necessary, measure the available space on the printed ballot with a ruler to ensure that there is enough room for the entered write-in length.

- **Write-In Text by Oval - X Offset** indicates the distance in millimeters from the X axis of the oval where the write-in information is to be placed on the ballot. (The distance to the right (+) or left (-) from the center of the oval). Landscape ballots should be viewed in portrait orientation for this measurement.
- **Write-In Text by Oval - Y Offset** indicates the distance in millimeters from the Y axis of the oval where the write-in information is to be placed on the ballot. (The distance up (+) or down (-) from the center of the oval). View landscape ballots in portrait orientation for this measurement.

Terminal Properties

From the **Use Party Graphics** drop-down menu, select the party graphics option.

- Select **None** if you do not want to use any party graphics.
- Select **Straight-Party Only** if you want graphics assigned only to straight-party responses.
- Select **All Party Candidates** if you want graphics assigned all candidates with party affiliations.

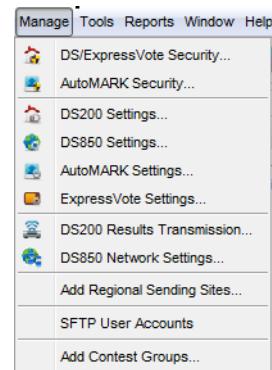
Once you have configured the AutoMARK for this election, select **Save** if you want to save these parameters. Select **Refresh** to discard all changes made on the screen and reset the values to those last saved, or select **Close** to exit the screen.

If you close the AutoMARK Settings screen prior to saving, a prompt will appear asking you if you want to save. Click **Yes** to save and exit the screen. Click **No** to close the prompt and the AutoMARK Settings screen without saving. Or, click **Cancel** to return to the AutoMARK Settings screen.

Chapter 8: ExpressVote Settings

Use the **ExpressVote Settings** option to select how you want the ES&S ExpressVote to handle vote session, audio, ballot, write-in, and terminal properties.

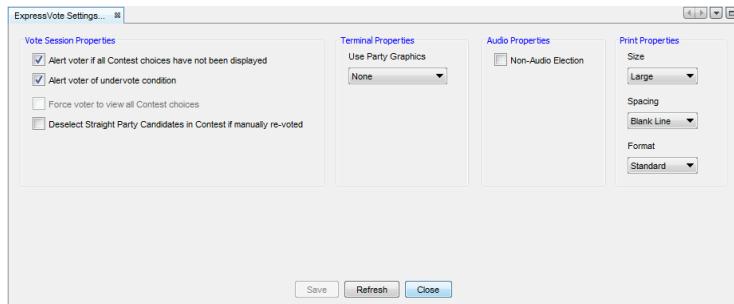
1. From the **Manage** menu, select **ExpressVote Settings**.



The ExpressVote Settings screen will appear:

Vote Session Properties

2. Select **Alert voter if all Contest choices have not been displayed** if you want the ES&S ExpressVote to display an alert to the voter when there are some choices that have not yet been displayed.



Note: If this option is selected, the voter must scroll through the screens if there are more contest choices to view.

3. Select **Alert voter of undervote condition** if you want the ES&S ExpressVote to display an alert when the voter has not selected the full number of candidates allowed for any given race.
4. Select **Force voter to view all Contest choices** if you want the ES&S ExpressVote to force the voter to view all contest choices by scrolling through all of the choices in the contest. Leave this check box blank if you do not want to force the voter to view all contest choices before submitting a vote.



Note: If this option is selected, the ES&S ExpressVote will not advance to the next contest/question if there is more text to view.



Note: The **Alert voter if all Contest choices have not been displayed** and **Force voter to view all Contest choices** options are mutually exclusive. Both cannot be selected for an election simultaneously. However, they may both be left unselected.

5. Enable the **Deselect Straight Party Candidates in Contest if manually re-voted** to deselect a straight party selection if the voter selects a candidate manually.

Terminal Properties

6. From the **Use Party Graphics** drop-down menu, select from the following:
 - **None** - No party graphics will be displayed on the ExpressVote terminal.
 - **Straight-Party Only** - Only straight-party graphics will be displayed on the ExpressVote terminal.
 - **All Party Candidates** - All party graphics will be displayed on the ExpressVote terminal.

Audio Properties

7. Select **Non-Audio Election** to deactivate audio for this election. When selected, audio files will not be required during export, and the ExpressVote will not attempt to play audio files.

Print Properties

8. From the **Size** drop-down menu, select the size of the print that will be placed on the card (**Large**, **Medium**, and **Small**).
9. From the **Spacing** drop-down menu, select the spacing that will be used on the card. Select **None** for no spacing, or **Blank Line** for blank lines to be placed between items.
10. From the **Format** drop-down menu, select the print format to be used on the card. Select **Standard** for the standardized printing format, or **Compressed** to compress the information printed on the card.

Once you have configured the ExpressVote for this election, select **Save** if you want to save these parameters. Select **Refresh** to discard all changes made on the screen and reset the values to those last saved, or select **Close** to exit the screen.

If you close the ExpressVote Settings screen prior to saving, a prompt will appear asking you if you want to save. Click **Yes** to save and exit the screen. Click **No** to close the prompt and the ExpressVote Settings screen without saving. Or, click **Cancel** to return to the ExpressVote Settings screen.

Chapter 9: DS850 Network Settings

The DS850 Network settings option, enables you to enter an/or edit the IP address for the selected election. This IP address is used for communications between the DS850(s) and the network server. In order to verify that the DS850(s) are able to communicate with the server, verify that the IP address utilized in the following steps, matches that of the IP address assigned to the PC being utilized as the network server. To verify the IP address in Windows 7, use the steps below:

Verifying the Server (PC) IP Address

1. From **Search** field of the Windows **Start** menu, enter the command **Command Prompt**.
2. Once the Command Prompt window opens, enter the command **ipconfig** at the DOS prompt.
3. From the list of available information, find the line labeled **IPv4 Address**. The IPv4 address will be a series of numbers in a format similar to the following: 156.56.27.32



Note: The IPv4 address may consist of greater or fewer digits than in the example above.

After the IP address has been verified, use the following steps in Electionware to configure the DS850 network settings.

Setting the IP Address in Electionware

1. From the **Manage** menu, select **DS850 Network Settings**.

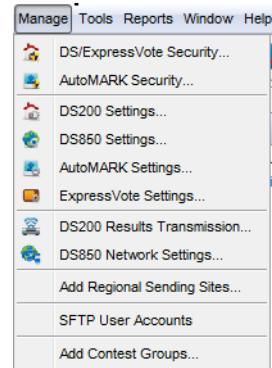
The DS850 Network Settings screen appears.

2. Click the **Enable Network** check box to enable the DS850 network setting.
3. Enter the IP address found in the previous steps in the **Internal SFTP Server Address** field.
4. Click **Save** to save the DS850 Network Settings
 - Or click **cancel** to close the DS850 Network Settings window without saving.

Chapter 10: Add Contest Groups

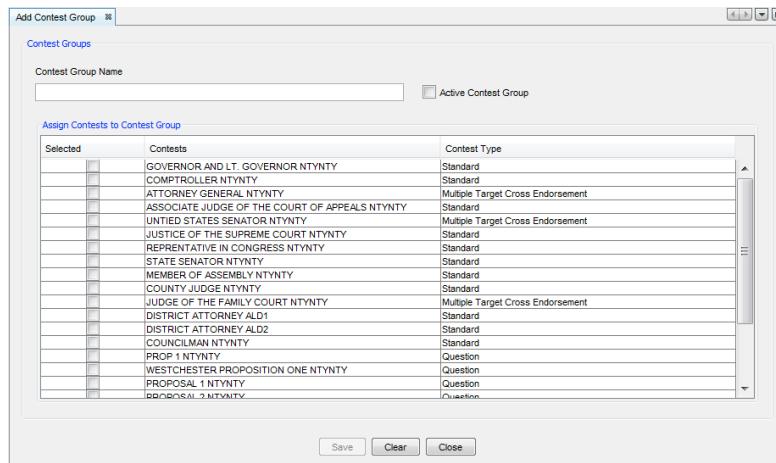
Use contest groups to group select contests for reporting purposes. To add contest groups to the election, follow the steps below.

1. From the **Manage** menu, select **Add Contest Groups**.



The **Add Contest Group** screen appears.

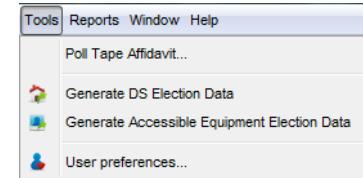
1. Enter the name of the contest group in the **Contest Group Name** field.
2. Select **Active Contest Group** make the set of contests active in the list.
3. From the **Assign Contests to Contest Group** section of the screen, select the contests to be assigned to the contest group by clicking on the check box next to the appropriate contests.
4. When finished, click **Save** to save the contest group.



Chapter 11: Poll Tape Affidavit

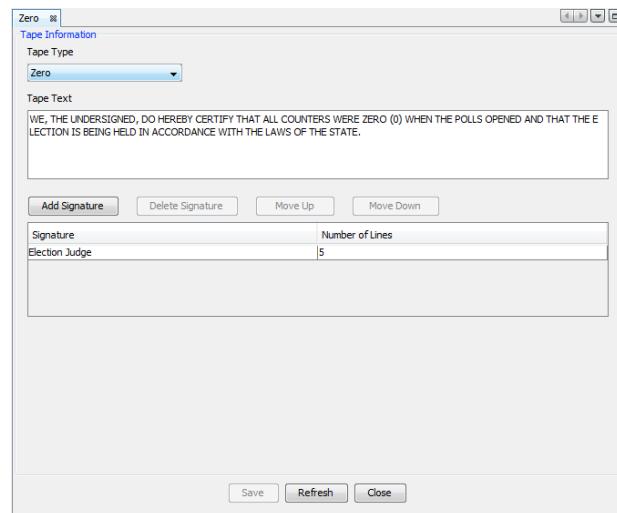
The **Poll Tape Affidavit** option enables you to change the certification text that prints on DS200 tapes. To change the poll tape affidavit, use the steps below.

1. From the **Tools** menu, click **Poll Tape Affidavit**.



The Zero screen appears.

2. From the **Tape Type** drop-down menu, select the tape type for which the affidavit changes will apply (e.g. **Zero** or **Results** tapes).
3. In the **Tape Text** field, enter the text you want to have printed at the end of every zero or results tape.



Note: The **Tape Text** field is populated with a default message. Edit or erase this message if so desired.

At the bottom of the screen, you will note a table for signature lines. Signature lines are utilized by election judges or equivalent personnel to sign and certify zero and results tapes. You can add signature lines of a specific type (e.g. election judges), and then the number of lines associated with that signature.

For example, the signature section comes with Election Judge already populated. Note that next to this entry, the table indicates five lines. This means that when the tape prints, the election judges will have five signature lines to sign.

4. Click **Add Signature** to add a signature line to the tape.
5. In the **Signature** column, double-click the new signature and enter the appropriate name or title.
6. In the **Number of Lines** column, double-click the cell to edit the number of signature lines that will be applied to the new name or title.

If multiple signature lines are entered, use the **Move Up**, and **Move Down** buttons to move signature lines up or down in the list.

Once you have finished adding signature lines for this election, select **Save** if you want to save your changes. Select **Refresh** to discard all changes made on the screen and reset the values to those last saved, or select **Close** to exit the screen.

If you close the Zero screen prior to saving, a prompt will appear asking you if you want to save. Click **Yes** to save and exit the screen. Click **No** to close the prompt and the Zero screen without saving. Or, click **Cancel** to return to the Zero screen.

Chapter 12: Generate DS Election Data

Take the following steps to generate the election data for the Digital Scanners.

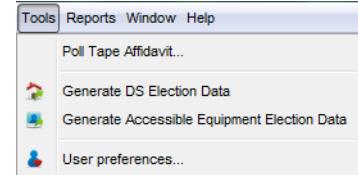


Note: You must generate the election files every time there are changes to election codes, equipment settings, election definition, or ballot layout.

1. From the **Tools** menu, click **Generate DS Election Data**.



Note: Only one Electionware user can access the election while generating DS election data.



As the election files are generated, a progress bar will appear until generation is completed. Once complete, a prompt will appear.

2. Click **OK** to return to the Electionware window.

Chapter 13: Generate Accessible Equipment Election Data

Before your accessible equipment election data can be copied to the appropriate media, you must generate the election data files.



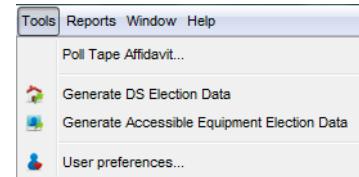
Note: You must generate the election files every time there are changes to election codes, equipment settings, election definition, or ballot layout.

Take the following steps to generate the election data for the ES&S AutoMARK and ExpressVote.

1. From the **Tools** menu, click **Generate Accessible Equipment Election Data**.



Note: Only one Electionware user can access the election while generating ES&S accessible equipment election data.



As the election files are generated, a progress bar will appear until generation is completed. Once complete, a prompt will appear.

2. Click **OK** to return to the Electionware window.

Validation Errors

If you attempt to generate the ES&S AutoMARK and ExpressVote election data for an Audio Election before importing election translation and audio files in addition to the system translations and audio files, the a system message will appear.



Note: If the **Non-Audio Election** check box at the AutoMARK Settings screen is selected, this error message will not appear if *only* audio files are missing. The audio files will not need to be imported to continue with the ES&S AutoMARK generation process; however, the election data and system translations will still need to be imported with 0 errors prior to generation.

Click **OK** to review the data validation error list.



Reference: See ES&S Electionware Volume III: Design Operator Guide, Chapter 32: Validated Date, for more information regarding the Validate Data screen.

Once you have imported all the necessary files for each language, return to the Configure Equipment module and generate the Accessible Equipment election files.

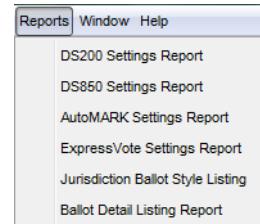
Chapter 14: Configure Equipment Reports

Use the **Reports** menu in Configure Equipment, to review equipment and security reports.

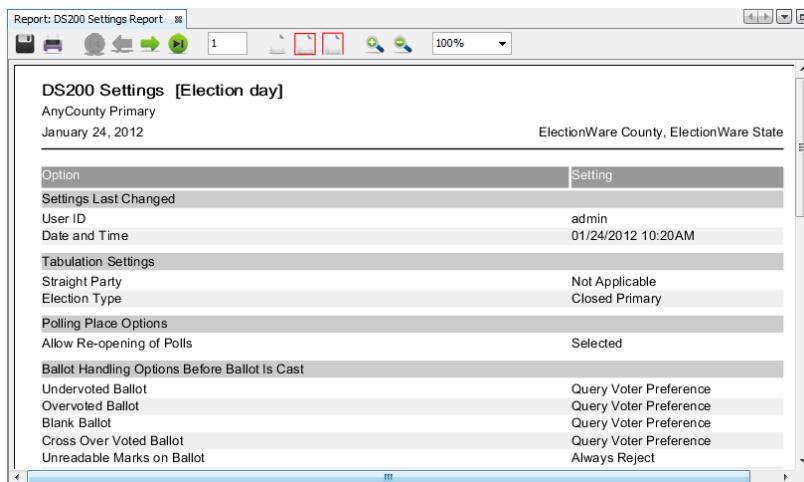
DS200 Settings Report

The **DS200 Settings Report** includes information about configuration specifications for the DS200. These settings were specified in the **DS200 Settings** option. This report can be used to identify the users who specified polling place, ballot image, ballot diversion, ballot stamping, report settings, and audio ballot options for the ES&S DS200. The time and date stamp is updated to reflect when the most recent report is run.

To run this report, from the **Reports** menu click **DS200 Settings Report**.



The DS200 Settings report appears:



Use the Report Screen Toolbar to **Print**, **Save**, change the current page, or change the view of the displayed report.

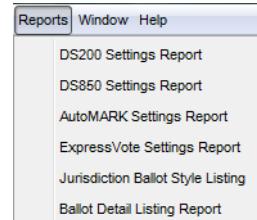


Reference: See [Report Screen Toolbar](#) for further information regarding Report Screen Toolbar functions.

DS850 Settings Report

Use the **DS850 Settings Report** to access the report detailing DS850 settings. The DS850 Settings report includes information about configuration specifications for the DS850. These settings were specified in the DS850 Equipment Settings option. This report can be used to identify the users who specified ballot image, ballot diversion, ballot stamping, and report settings for the ES&S DS850. The time and date stamp is updated to reflect when the most recent report is run.

To run this report, from the **Reports** menu click **DS850 Settings Report**.



The DS850 Settings report appears:

Option	Setting
Settings Last Changed	
User ID	admin
Date and Time	2013-07-25 12:48:06.02
Tabulation Settings	
Straight Party	Not Applicable
Election Type	Open Primary
Bin Options	
Top Bin Configuration	Not Processed
Middle Bin Configuration	Processed
Bottom Bin Configuration	Processed

Use the Report Screen Toolbar to **Print**, **Save**, change the current page, or change the view of the displayed report.

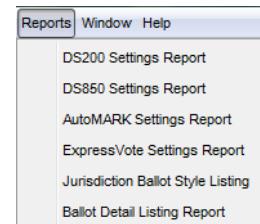


Reference: See [Report Screen Toolbar](#) for further information regarding Report Screen Toolbar functions.

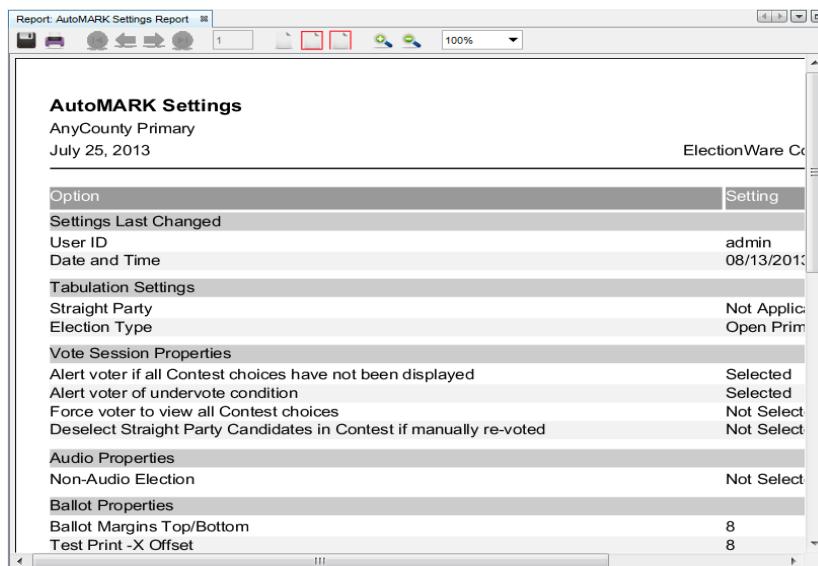
AutoMARK Settings Report

Use the **AutoMARK Settings Report** to access the report detailing AutoMARK settings. The AutoMARK Settings report includes information about configuration specifications for the AutoMARK. These settings were specified in the AutoMARK Equipment Settings option. This report can be used to identify the users who specified audio, ballot, write-in, and terminal properties for the ES&S AutoMARK. The time and date stamp is updated to reflect when the most recent report is run.

To run this report, from the **Reports** menu click **AutoMARK Settings Report**.



The AutoMARK Settings report appears:



Use the Report Screen Toolbar to **Print**, **Save**, change the current page, or change the view of the displayed report.

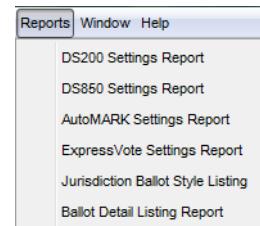


Reference: See [Report Screen Toolbar](#) for further information regarding Report Screen Toolbar functions.

ExpressVote Settings Report

Use the **ExpressVote Settings Report** to access the report detailing ExpressVote settings. The ExpressVote Settings report includes information about configuration specifications for the ExpressVote. These settings were specified in the ExpressVote Equipment Settings option. This report can be used to identify the users who specified audio, ballot, write-in, and terminal properties for the ES&S ExpressVote. The time and date stamp is updated to reflect when the most recent report is run.

To run this report, from the **Reports** menu click **ExpressVote Settings Report**.



The ExpressVote Settings report appears:

Option	Setting
Settings Last Changed	
User ID	admin
Date and Time	08/13/2013 10:23AM
Tabulation Settings	
Straight Party	Not Applicable
Election Type	Open Primary
Vote Session Properties	
Alert voter if all Contest choices have not been displayed	Selected
Alert voter of undervote condition	Selected
Force voter to view all Contest choices	Not Selected
Deselect Straight Party Candidates in Contest if manually re-voted	Not Selected
Audio Properties	
Non-Audio Election	Not Selected
Terminal Properties	
Use Party Graphics	None

Use the Report Screen Toolbar to **Print**, **Save**, change the current page, or change the view of the displayed report.



Reference: See [Report Screen Toolbar](#) for further information regarding Report Screen Toolbar functions.

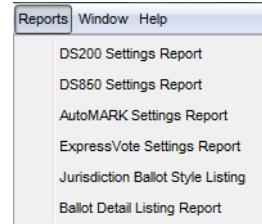
Jurisdiction Ballot Style Listing

Use the **Jurisdiction Ballot Style Listing** option to access the report detailing jurisdiction and ballot style information. The Jurisdiction Ballot Style Listing report includes information about precinct identification, precinct names, ballot styles and type sequence-split information. The time and date stamp is updated to reflect when the most recent report is run.

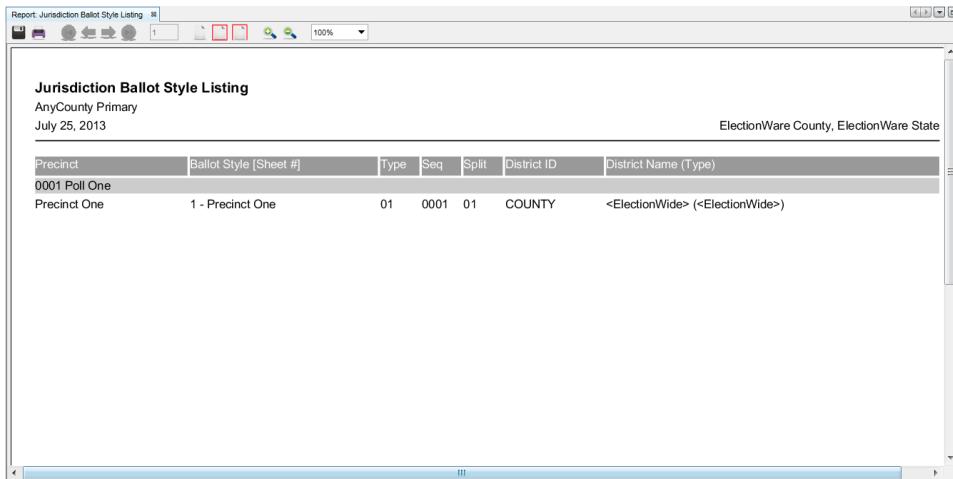


Note: The term 'precinct' may be substituted with local nomenclature such as Election District, Ward, or Parish depending on your jurisdiction's requirements.

To run this report, from the **Reports** menu click **Jurisdiction Ballot Style Listing**.



The Jurisdiction Ballot Style Listing report appears:



Use the Report Screen Toolbar to **Print**, **Save**, change the current page, or change the view of the displayed report.

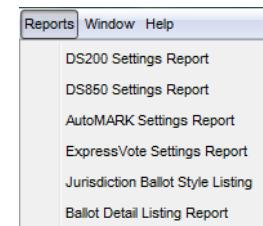


Reference: See [Report Screen Toolbar](#) for further information regarding Report Screen Toolbar functions.

Ballot Detail Listing Report

Use the **Ballot Detail Listing Report** option to access the report for detailed ballot information. The Ballot Detail Listing Report includes information about specific ballot information and the ballots that contain it. This report can be used to identify the contests, districts, vote for responses, and candidates in the election. This information is then cross referenced with the row, and column where these contests and candidates appear. The rotation column details the rotation of the candidate as they appear on the listed ballot style. The time and date stamp is updated to reflect when the most recent report is run.

To run this report, from the **Reports** menu click **Ballot Detail Listing Report**.



The Ballot Detail Listing Report appears:



Note: Regardless of orientation, the column and row used to orient target location remain the same. When using this report to locate voter targets, remember to locate the code channel on the left-hand side of the ballot. This landmark will always enable you to locate columns (long edge, top to bottom) and rows (short edge, side to side).

Order	Vote For	Term	Contest	Rotation	Candidate	Row	Col
1	1	2	BEST AUTOMOBILE MANUFACTURER	1	BMW	7	1
					MERCEDES	8	1
					GENERAL MOTORS	9	1
					HONDA	10	1
					FERRARI	11	1
					JAGUAR	12	1
					FORD	13	1
					VOLVO	14	1
					Write-In	15	1
2	2	2	BEST VOCAL ARTIST	1	FRANK SINATRA	18	1
					ELVIS	19	1

Use the Report Screen Toolbar to **Print**, **Save**, change the current page, or change the view of the displayed report.



Reference: See [Report Screen Toolbar](#) for further information regarding Report Screen Toolbar functions.

Part 2: Package

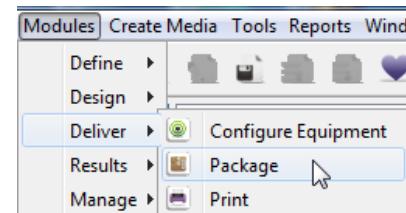
The Package module of the Deliver group enables you to create election media for your selected equipment. Package contains information about the following topics:

- ◆ [Chapter 15: Introduction to Package](#)
- ◆ [Chapter 16: Package Navigator](#)
- ◆ [Chapter 17: Create Qualification Media](#)
- ◆ [Chapter 18: Create DS200 Election Media](#)
- ◆ [Chapter 19: Create DS850 Election Media](#)
- ◆ [Chapter 20: Create AutoMARK Election Media](#)
- ◆ [Chapter 21: Create ExpressVote Election Media](#)
- ◆ [Chapter 22: Create Reporting Key Media](#)
- ◆ [Chapter 23: Reset Election Media Status](#)
- ◆ [Chapter 24: Create Ballot on Demand Export](#)
- ◆ [Chapter 25: Package Reports](#)

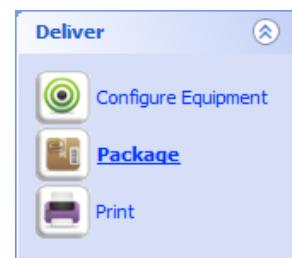
Chapter 15: Introduction to Package

Use the commands in **Package** to create election media. Once your media is created, you can then use it to test your election through logic and accuracy testing, as well as live voting on election day.

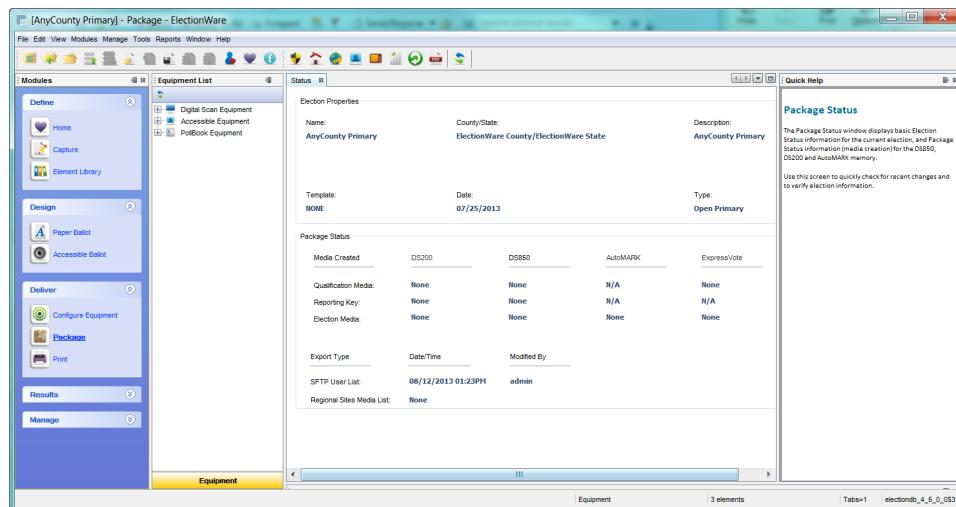
From the Modules menu, point to **Deliver** and select **Package**.



- Or, from the Modules pane, select Deliver and click the **Configure Equipment** icon.



The Package Module is now active in the Electionware Workspace.



Package Toolbar Icons

In addition to the default Electionware icons, Package has a unique set of icons in the toolbar as well. Use these icons as shortcuts to Electionware menu options.



Reference: For information regarding the default software icons, see ES&S Electionware Volume I: Administrator's Guide, Chapter 9: Default Electionware Icons.

Package Toolbar Icons

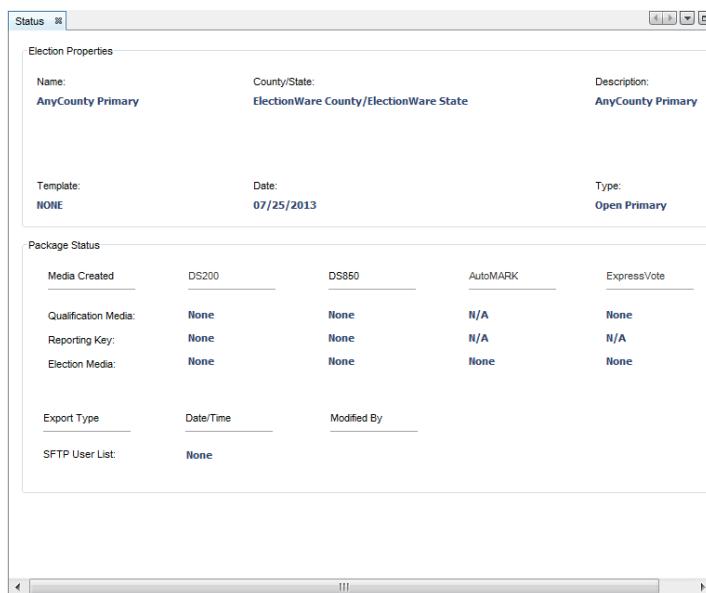
Icon	Action Name	Description
	Create Qualification Media	Create the Election Qualification Code media.
	Create DS200 Poll Place Media	Create USB flash drives for ES&S DS200.
	Create DS850 Election Media	Create ES&S DS850 Election Media
	Create AutoMARK Election Media	Create Election Media for the ES&S AutoMARK.
	Create ExpressVote Election Media	Create Election Media for the ExpressVote
	Create Reporting Key Media	Create Reporting Key Media for the Election Reporting Manager.
	Reset DS Election Media Status	Resets all DS election media to the not created status.
	Create Ballot on Demand Export	Create the file necessary for ballot on demand processing.

Package Status

The Package Status screen is split into two sections. The first section, **Election Properties**, includes information regarding the Election name, template applied, jurisdiction information, election date, description and type.

The second section, **Package Status**, contains the current status of the Package portion of your election. This information includes time and date stamping for media creation and exports. This information includes: EQC, Reporting Key, and Election Media. The time and date stamp is updated to reflect the most recent time and date of the activity.

The status page opens whenever the Package module is accessed.



The screenshot shows a software window titled 'Status' with two main sections: 'Election Properties' and 'Package Status'.

Election Properties:

Name:	AnyCounty Primary	County/State:	ElectionWare County/ElectionWare State	
Template:	None	Date:	07/25/2013	
		Description:	AnyCounty Primary	
Type:	Open Primary			

Package Status:

Media Created	DS200	DS850	AutoMARK	ExpressVote
Qualification Media:	None	None	N/A	None
Reporting Key:	None	None	N/A	N/A
Election Media:	None	None	None	None
Export Type	Date/Time	Modified By		
SFTP User List:	None			

Chapter 16: Package Navigator

As mentioned in the Introduction, the Navigator pane changes in conjunction with the selected module. The following information delineates functionality in the Navigator pane, as it is utilized in the Package module. For information regarding the equipment navigator view, use the information below:



Note: The navigator pane view corresponds to the highlighted button in the Navigator pane.

Equipment

Use the **Equipment** Navigator button to open the equipment view in the Navigator pane. The equipment view enables you to package and create election media.



By utilizing the Navigator toolbar icons in conjunction with right-clicking elements in the navigator tree, you will be able to perform many of the functions normally performed through the Electionware menu tree.



Reference: More information about creating media can be found in [Chapter 17: Create Qualification Media](#).

Equipment Icons

Icon	Action Name	Description
	Qualification Media	Create Digital Scan and ExpressVote Qualification Media.
	DS200 Election Media	Create DS200 Election Media.
	DS850 Election Media	Create DS850 Election Media.
	AutoMARK Election Media	Create AutoMARK Election Media.
	ExpressVote Election Media	Create ExpressVote Election Media.
	Reporting Key Media	Create Digital Scan Reporting Media.
	Create Ballot on Demand Export	Create media to be used for printing ballots.

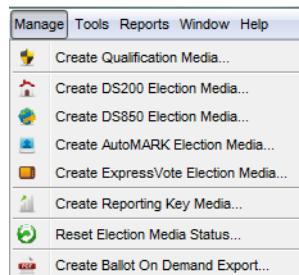
Chapter 17: Create Qualification Media

Qualification Media contains the election qualification code, election keys and codes required by the ES&S DS200, ExpressVote and DS850. Before creating Qualification Media, you must have the codes defined and the election files generated. To create Qualification Media, follow the steps below:



Caution: Ensure that Digital Scan USB memory devices are correctly partitioned and properly formatted to the FAT32 file system prior to loading devices with election configuration files.

1. Insert the memory device into a USB port on your computer.
2. From the **Manage** menu, point to **Create Qualification Media**.



Note: All codes must be entered, and election files must be generated prior to burning media.



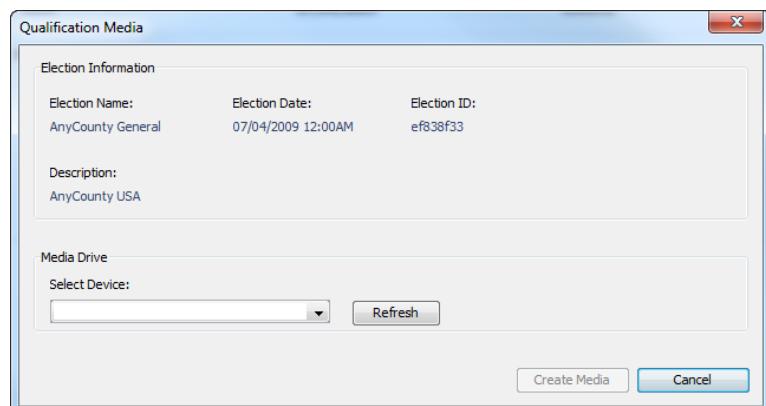
Warning: Do not change ballot data after election media has been created. If media is created, and changes are made to the ballot data, any data activity in Electionware will produce errors. For this reason, ensure that all created media originates from the same (and finalized) election database. Any changes made to the ballot data will require that all media is recreated.



Note: You must create media in the order displayed on the menu; Qualification Media, then DS200 Election Media, then DS850 Election Media, then Reporting Key Media. Creating media out of order can cause errors with time and date stamping. If you attempt to create a media device out of order, you will be prompted to return to the appropriate menu option.

The Qualification Media window appears.

Election Information appears at the top of the window, including the election name, Election date, election ID and description.



3. From the **Select Device** drop-down menu, select your memory device drive.



Note: If your device drive does not appear in the list, click **Refresh** to update the available selections, then select the memory device drive.

4. Click **Create Media**. If there is data on the memory device, you will be prompted to clear the device. Click **Yes** to clear this device. Click **Yes To All** to clear all memory devices inserted into the machine. Or, click **No** to exit the Qualification Media process.
5. Once you have cleared the memory device and created the media, a message will appear stating that the Qualification Code media has been created.
6. Remove the memory device from your PC.
7. Click **OK** to return to Electionware.
8. Repeat steps 1-8 for every piece of Qualification Media you need to create.



Note: Qualification Media is used for the DS200, and DS850, and ExpressVote. Be sure to create enough Qualification Media to account for all of your digital scan equipment.

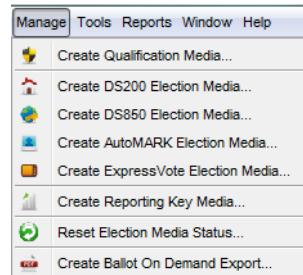
Chapter 18: Create DS200 Election Media

The ES&S DS200 Election media contains the election definition required by the ES&S DS200, including election related images, and folders for result collections. Before creating ES&S DS200 media, you must have the codes and configuration settings defined and the files generated. You must also first create the EQC media device before creating Poll Place media.



Caution: Ensure that DS200 Poll Place USB memory devices are correctly partitioned and properly formatted to the FAT32 file system prior to loading devices with election configuration files.

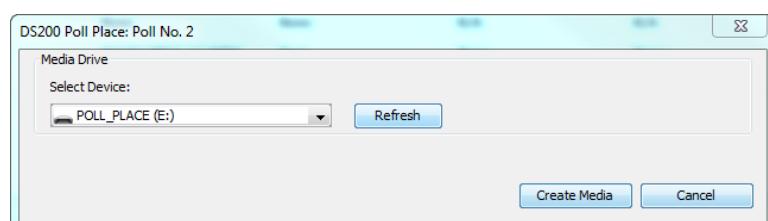
1. Insert the memory device into a USB port on your computer.
2. In the Navigator pane, select the poll or polls for which to create media.
3. From the **Manage** menu, point to **Create DS200 Election Media**.
 - Or, right click on the appropriate DS200 poll place in the Navigator pane and click **Create DS200 Election Media**.



Note: You must create media in the order displayed on the menu; Qualification Media, then DS200 Election Media, then DS850 Election Media, then Reporting Key Media. Creating media out of order can cause errors with time and date stamping. If you attempt to create a media device out of order, you will be prompted to return to the appropriate menu option.

The DS200 Poll Place window appears.

4. From the **Select Device** drop-down menu, select your memory device drive.



Note: If your device drive does not appear in the list, click **Refresh** to update the available selections, then select the memory device drive.

5. Click **Create Media**. If there is data on the memory device, you will be prompted to clear the device. Click **Yes** to clear this device. Click **Yes To All** to clear all memory devices inserted into the machine. Or, click **No** to exit the Poll Place Media process.

6. Once you have cleared the memory device and created the media, a message will appear stating that the DS200 Poll Place Media has been created.
7. Remove the memory device from your PC.
8. Click **OK** to return to Electionware.
9. Repeat steps 1-9 for every piece of DS200 Poll Place Media you need to create.

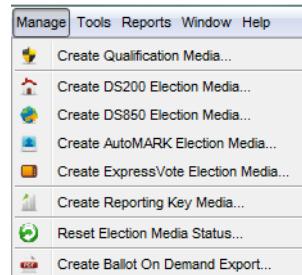
Chapter 19: Create DS850 Election Media

The ES&S DS850 Election Media memory device contains the election definition required by the ES&S DS850, including election related images, and folders for result collections. Before creating ES&S DS850 media, you must have the codes and configuration settings defined and the files generated. You must also first create the EQC media device before creating ES&S DS850 Election Media.



Caution: Ensure that DS850 Poll Place USB memory devices are correctly partitioned and properly formatted to the FAT32 file system prior to loading devices with election configuration files.

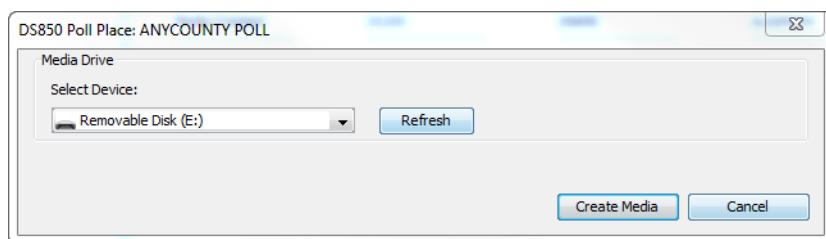
1. Insert the memory device into a USB port on your computer.
2. In the Navigator pane, select the poll or polls for which to create media.
3. From the **Manage** menu, point to **Create DS850 Election Media**.
 - Or, right click on the DS850 icon in the Navigator pane and click **Create DS850 Election Media**.



Note: You must create media in the order displayed on the menu; Qualification Media, then DS200 Election Media, then DS850 Election Media, then Reporting Key Media. Creating media out of order can cause errors with time and date stamping. If you attempt to create a media device out of order, you will be prompted to return to the appropriate menu option.

The DS850 Poll Place window appears.

4. From the **Select Device** drop-down menu, select your memory device drive.



Note: If your device drive does not appear in the list, click **Refresh** to update the available selections, then select the memory device drive.

5. Click **Create Media**. If there is data on the memory device, you will be prompted to clear the device. Click **Yes** to clear this device. Click **Yes To All** to clear all memory devices inserted into the machine. Or, click **No** to exit the Poll Place Media process.
6. Once you have cleared the memory device and created the media, a message will appear stating that the DS850 Poll Place Media has been created.

7. Remove the memory device from your PC.
8. Click **OK** to return to Electionware.
9. Repeat steps 1-9 for every piece of DS850 Poll Place Media you need to create.

Chapter 20: Create AutoMARK Election Media

The AutoMARK Election Media is a compact flash card containing information for polling places within a jurisdiction. Code and configuration settings need to be set and processed prior to AutoMARK media creation.

1. Insert the ES&S AutoMARK compact flash card into the compact flash reader/writer.



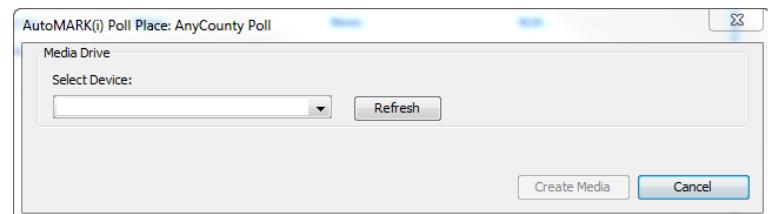
Note: The Compact Flash drive must be plugged into the computer prior to creating ES&S AutoMARK media.

2. From the **Manage** menu, point to **Create AutoMARK Election Media**.

The AutoMARK Poll Place window appears:



3. From the **Select Device** drop-down menu, select your memory device drive.



Note: If your device drive does not appear in the list, click **Refresh** to update the available selections, then select the memory device drive.

4. Click **Create Media**. If there is data on the memory device, you will be prompted to clear the device. Click **Yes** to clear this device. Click **Yes To All** to clear all memory devices inserted into the machine. Or, click **No** to exit the Poll Place Media process.
5. Once you have cleared the memory device and created the media, a message will appear stating that the AutoMARK Poll Place Media has been created.
6. Remove the memory device from your PC.
7. Click **OK** to return to Electionware.
8. Repeat steps 1-8 for every piece of AutoMARK Poll Place Media you need to create.

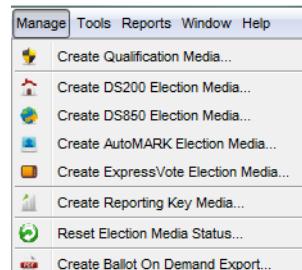
Chapter 21: Create ExpressVote Election Media

The ES&S ExpressVote Election media contains the election definition required by the ExpressVote, including election related images, and folders for result collections. Before creating ExpressVote media, you must have the codes and configuration settings defined and the files generated. You must also first create the EQC media device before creating ExpressVote election media.



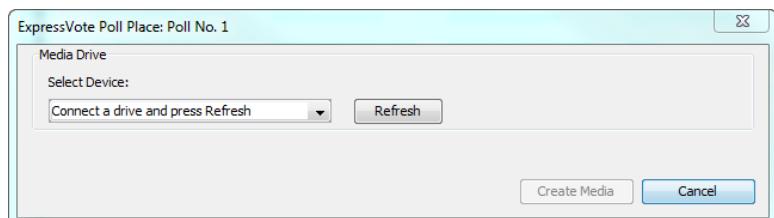
Caution: Ensure that ExpressVote USB memory devices are correctly partitioned and properly formatted to the FAT32 file system prior to loading devices with election configuration files.

1. Insert the memory device into a USB port on your computer.
2. In the Navigator pane, select the poll or polls for which to create media.
3. From the **Manage** menu, point to **Create ExpressVote Election Media**.
 - Or, right click on the appropriate ExpressVote poll place in the Navigator pane and click **Create ExpressVote Election Media**.



The ExpressVote Poll Place window appears.

4. From the **Select Device** drop-down menu, select your memory device drive.



Note: If your device drive does not appear in the list, click **Refresh** to update the available selections, then select the memory device drive.

5. Click **Create Media**. If there is data on the memory device, you will be prompted to clear the device. Click **Yes** to clear this device. Click **Yes To All** to clear all memory devices inserted into the machine. Or, click **No** to exit the Poll Place Media process.
6. Once you have cleared the memory device and created the media, a message will appear stating that the ExpressVote Poll Place Media has been created.
7. Remove the memory device from your PC.
8. Click **OK** to return to Electionware.

9. Repeat steps 1-9 for every piece of ExpressVote Poll Place Media you need to create.

Chapter 22: Create Reporting Key Media

The Reporting Key Media contains the key and time stamp files for use with ERM. This enables ERM to check the digital signatures on the results from the ES&S DS200, and DS850. It also ensures that the Reporting Key Media device and the poll place data come from the same election and generation in Electionware.



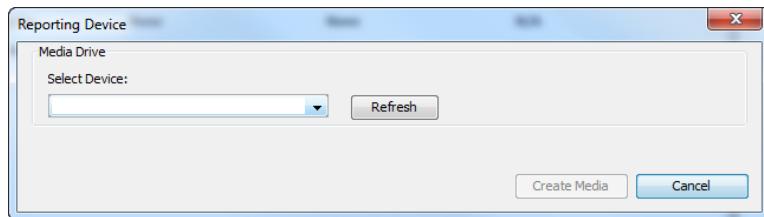
Note: Reporting Key Media should be created after all of the poll place devices are created. If a poll place device is created after the ERM device, the ERM device should be recreated.

1. Insert the memory device into a USB port on your computer.
2. From the **Manage** menu, point to **Create Reporting Key Media**.



The Reporting Device window appears.

3. From the **Select Device** drop-down menu, select your memory device drive.



Note: If your device drive does not appear in the list, click **Refresh** to update the available selections, then select the memory device drive.

4. Click **Create Media**. If there is data on the memory device, you will be prompted to clear the device. Click **Yes** to clear this device. Click **Yes To All** to clear all memory devices inserted into the machine. Or, click **No** to exit the Poll Place Media process.
5. Once you have cleared the memory device and created the media, a message will appear stating that the Reporting Key Media has been created.
6. Remove the memory device from your PC.

Click **OK** to return to Electionware.

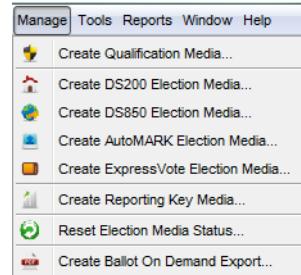
Chapter 23: Reset Election Media Status

Use the **Reset Election Media Status** option to reset any created media back to the uncreated status. To reset your election media status, follow the steps below:

1. From the **Manage** menu, click **Reset Election Media Status**

The Reset Media Status window appears.

2. From the provided list, select the equipment types for the election media you want to reset.
3. When prompted, select **Yes** to reset the status of the selected election media.
 - Or, select **No** to cancel the process, and return to the Electionware window.



Caution: Resetting media will also clear results in the database that were acquired from media.

Chapter 24: Create Ballot on Demand Export

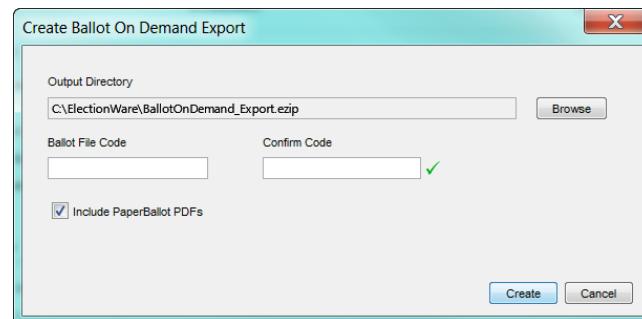
The **Create Ballot on Demand Export** option enables you to create the election media used in conjunction with the ballot on demand processing.

1. From the **Manage** menu, select **Create Ballot on Demand Export**.



The Create Ballot on Demand Export window appears:

2. Click **Browse** to select the Output Directory folder for the ballot file.
3. Enter the ballot file code in the **Ballot File Code** field.
4. Confirm the ballot file code in the **Confirm Code** field.
5. If applicable, click **Include Paper Ballot PDFs** to include (.pdf) files created in Paper Ballot.



Note: If the **Create Ballot on Demand Export** is used to create information for the ExpressPass application, it is recommended that you leave the **Include PaperBallot PDFs** unchecked.



The (.pdf) files are not required to be included in the ExpressPass package, as they can add large amounts of data if included.

6. Click **Create** to create the ballot file.
7. If the ballot file creation is successful, you will be prompted with the location of the file. Click **OK** to return to Electionware.



Note: You must create BOD data in Paper Ballot before you can create the ballot file in the Package module.

Chapter 25: Package Reports

Use the **Reports** menu in Package, to open the report options for that module.

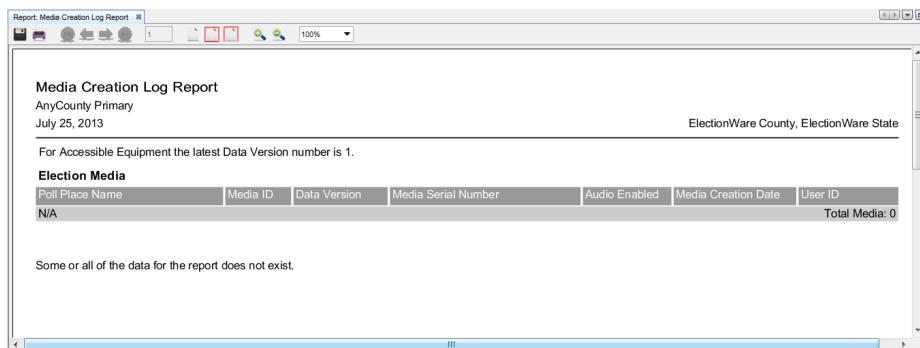
Media Creation Log Report

Use the **Media Creation Log Report** option to access the report that lists media creation for the selected election. The Media Creation Log Report includes information about the poll place name, media ID, data version, media serial number, audio enabled, media creation date, and the user ID associated with that media's creation. This report can be used to verify that the appropriate quantity and types of media were created for your election. The time and date stamp is updated to reflect when the most recent report is run.

To run this report, from the **Reports** menu click **Media Creation Log Report**.



The Media Creation Log Report appears:



Use the Report Screen Toolbar to **Print**, **Save**, change the current page, or change the view of the displayed report.



Reference: See [Report Screen Toolbar](#) for further information regarding Report Screen Toolbar functions.

Election Media by Poll Place

Use the **Election Media by Poll Place** report option to access the report that lists election media created for individual poll places. The Election Media by Poll Place report includes information about the poll place name, media ID, data version, media serial number, audio enabled, and media creation date. This report can be used to verify election media burned for individual poll places. The time and date stamp is updated to reflect when the most recent report is run.

To run this report, from the **Reports** menu click **Election Media by Poll Place**.



The Election Media by Place Report appears:

Use the Report Screen Toolbar to **Print**, **Save**, change the current page, or change the view of the displayed report.



Reference: See [Report Screen Toolbar](#) for further information regarding Report Screen Toolbar functions.

Media Not Created

Use the **Media Not Created** report option to access the report that lists poll places and equipment types that lack necessary media. The Media Not Created report includes information categorized by equipment type that gives missing media information for poll place names, poll place IDs, and alternate IDs. This report can be used to verify that all of the necessary media was burned for an election's equipment and poll places. The time and date stamp is updated to reflect when the most recent report is run.

To run this report, from the **Reports** menu click **Media Not Created**.



The Media Not Created report appears:

DS200 Election Media		
Poll Place Name	Poll Place ID	Alternate ID
Poll No. 1	0001	POL0001
Poll No. 2	0002	POL0002
Poll No. 3	0003	POL0003
Poll No. 4	0004	POL0004
Poll No. 5	0005	POL0005
Poll No. 6	0006	POL0006
Poll No. 7	0007	POL0007
Poll No. 8	0008	POL0008
Poll No. 9	0009	POL0009
Poll No. 10	0010	POL0010

Use the Report Screen Toolbar to **Print**, **Save**, change the current page, or change the view of the displayed report.



Reference: See [Report Screen Toolbar](#) for further information regarding Report Screen Toolbar functions.

Part 3: Print

The Print module of the Deliver group enables you to print extra ballots, on demand. Print contains information about the following topics:

- ◆ [Chapter 26: Introduction to the Print Module](#)
- ◆ [Chapter 27: Print Navigator](#)
- ◆ [Chapter 28: Print BOD Ballots](#)

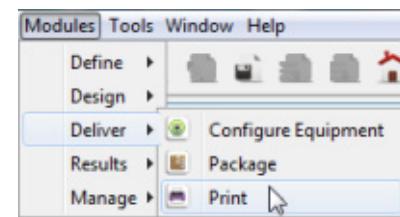
Chapter 26: Introduction to the Print Module

Use the commands in **Print** to print extra ballots for individual polling places. The Print module utilizes information from Paper Ballot, created during the **Generate BOD Data** process.

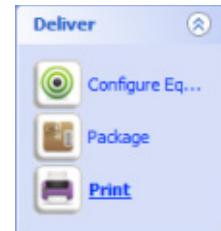


Reference: You must generate BOD data to print BOD ballots. See *ES&S Electionware Volume III: Design Operator Guide*, Generate BOD Ballots section for more information on generating the BOD data.

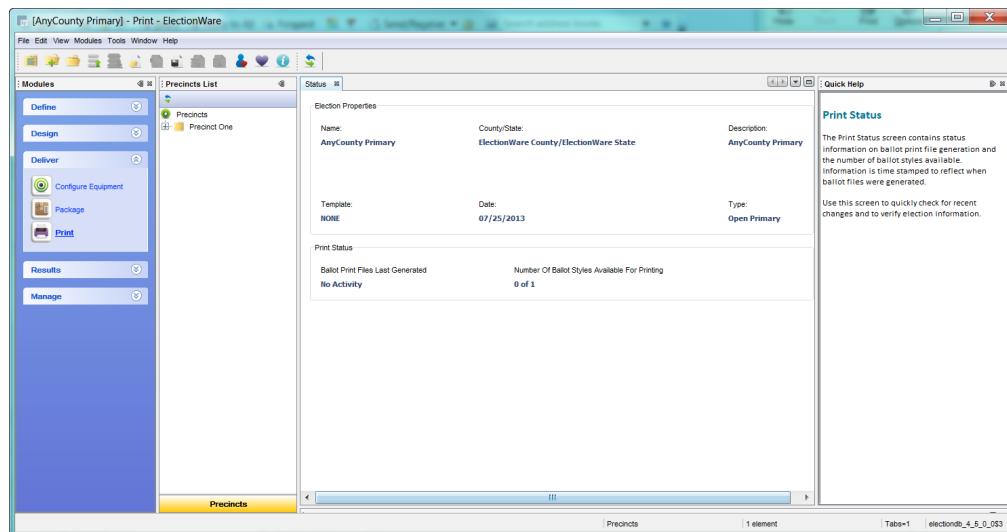
From the **Modules** menu, point to **Deliver** and click **Print**.



- Or, from the **Modules** pane, select **Deliver**, and then click the **Print** icon.



The Print Module is now active in the Electionware Workspace.

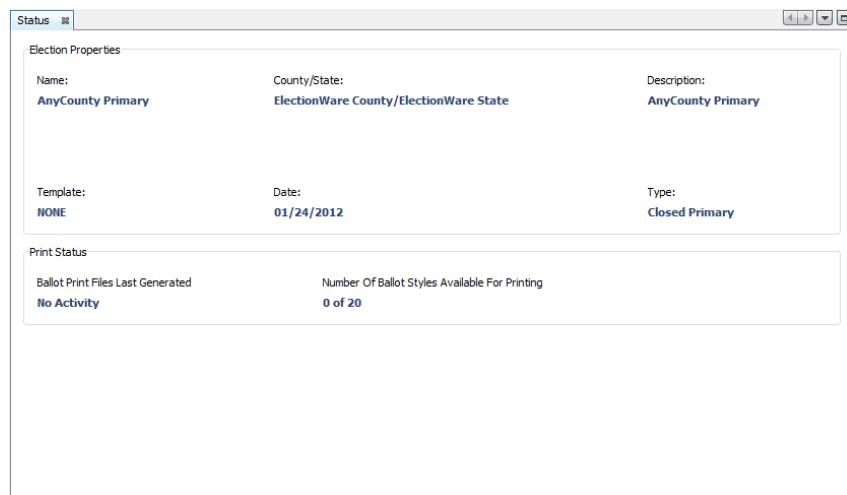


Print Status

The Package Status screen is split into two sections. The first section, **Election Properties**, includes information regarding the Election name, template applied, jurisdiction information, election date, description and type.

The second section, **Print Status**, contains the current status of the Print portion of your election. This information includes time and date stamping for ballot printing. It also includes the number of ballot styles available for printing. The time and date stamp is updated to reflect the most recent time and date that a ballot style was printed.

The status page opens whenever the Print module is accessed.



Chapter 27: Print Navigator

As mentioned in the Introduction, the Navigator pane changes in conjunction with the selected module. The following information delineates functionality in the Navigator pane, as it is utilized in the Print module.

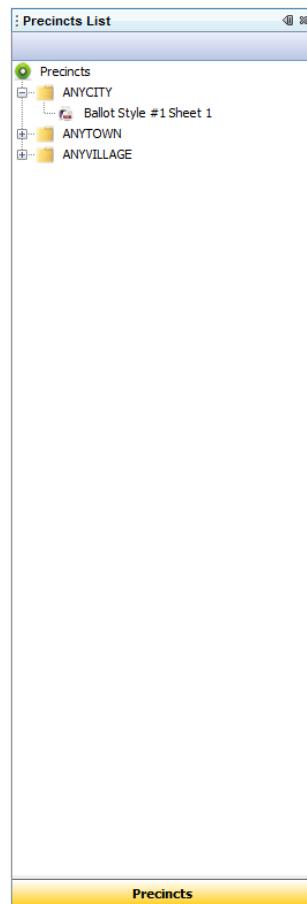
Note the navigation button at the bottom of the Navigator pane: **Precincts**. The Navigation buttons open a specific view of election elements in the Navigator pane. For information regarding this view, please review the following information:



Note: The navigator pane view corresponds to the highlighted button in the Navigator pane.

Precincts

Use the **Precincts** Navigator button to open the precincts view in the Navigator pane. This view enables you to open and print ballot sheets created by Paper Ballot.



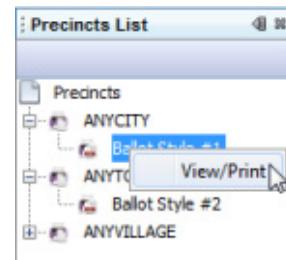
Chapter 28: Print BOD Ballots

Use the Navigator pane of the Print module to print extra ballots for individual precincts. The following steps will guide you through printing ballots on demand.

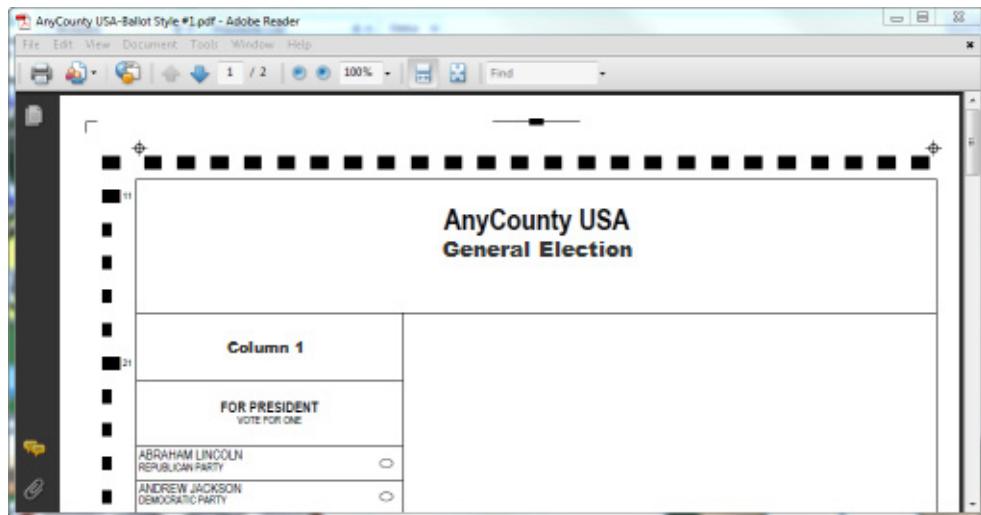


Reference: You must generate BOD data to print BOD ballots. See *ES&S Electionware Volume III: Design Operator Guide*, Generate BOD Ballots section for more information on generating the BOD data.

1. From the Navigator pane, **right-click** on the polling place you want to print BOD ballots for.
2. Click **View/Print** to print a BOD ballot for the selected polling place. The Adobe Acrobat window appears:



3. Use the options available in the Adobe Acrobat window to make adjustments to the print options.



Reference: If the ballot image is not properly sized, it may become necessary to return to Paper Ballot to regenerate BOD data. See *ES&S Electionware Volume III: Design Operator Guide*, Chapter 24: Print Ballots, for more information on changing your Adobe PDF settings, and generating BOD data.

4. After all necessary adjustments are complete, from the File menu click **Print** to print the desired BOD ballots.

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Part 4: Appendix

- ◆ [Chapter 29: Shortcut Keys](#)
- ◆ [Chapter 30: General Information](#)
- ◆ [Chapter 31: Revision History](#)

Chapter 29: Shortcut Keys

Module and Function	Shortcut Keys	Tool Tip
Home	Ctrl+Shift+H	Create and open elections and election templates
Capture	Ctrl+Shift+C	Create, import, and manage election data
Element Library	Ctrl+Shift+E	Import and export system translations, audio, and graphics
Paper Ballot	Ctrl+Shift+B	Create and edit print layouts for ballots
Accessible Ballot	Ctrl+Shift+A	Manage ballot content for accessible equipment and preview AutoMARK ballots
Configure	Ctrl+Shift+F	Manage the election equipment settings and security
Package	Ctrl+Shift+K	Create election media for equipment
Print	Ctrl+Shift+P	View and print Ballot on Demand (BOD) ballots
Acquire	Ctrl+Shift+Q	Import election results for adjudication procedures.
Report	Ctrl+Shift_O	Run various reports on election day results.
Produce	Ctrl+Shift+U	View ballots and cast vote records in order to facilitate the adjudication process.
Setup	Ctrl+Shift+T	Manage jurisdictions, security code strength, and Electionware users

Chapter 30: General Information

Report Screen Toolbar

Each module within Electionware offers its own collection of individual reports. These reports appear in the work space, and can be saved, viewed and printed all by utilizing the report screen toolbar. Use the report screen toolbar to save, print, scroll through pages, and change the view of the report currently displayed. Use the following information for reference on how to use the Report Screen Toolbar.

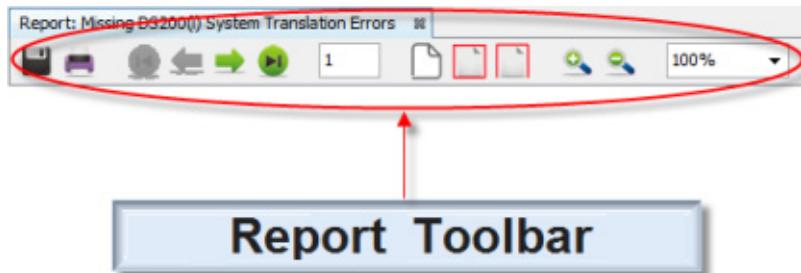
Saving and Printing Reports

To access the Report Screen Toolbar, use the **Reports** menu to produce reports specific to the module you are currently using.



Note: An election must be selected before trying to access a report.

Upon displaying the report in the work space, the report screen toolbar becomes available:



At the top left of the Report Screen Toolbar are the **Print** and **Save** icons.



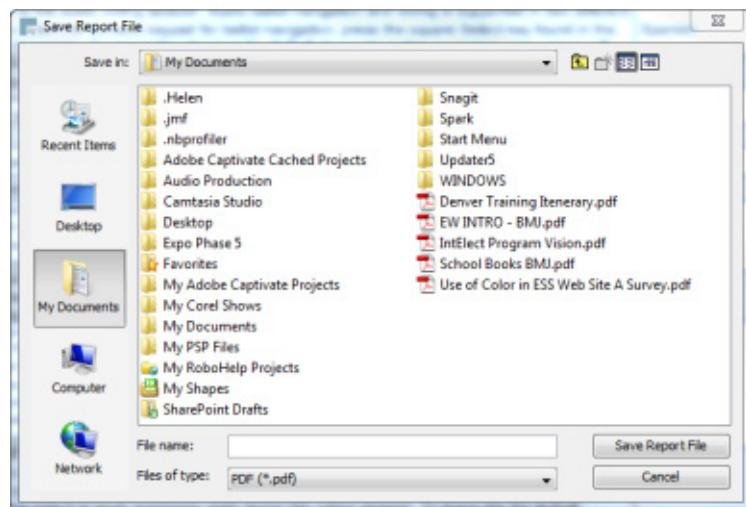
Use the **Save** icon to save the report currently displayed in the Report Screen. Electionware reports may be saved as (.pdf, .rtf, .odt, .html, .xls or .csv) formats. Click the Save icon.



Note: Reports are defaulted to save in the (.pdf) format.

The Save Report File window appears:

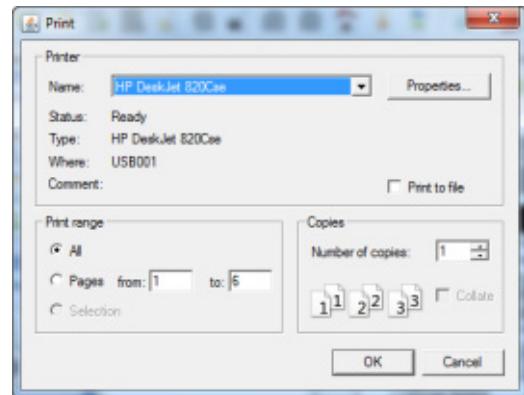
Enter a file name that describes the report in the **File name** field, and click **Save Report File**.



Use the **Print** icon to print a hard-copy of a report. The Print window appears:

Select the printer of your choice from the **Name** drop-down menu.

You can choose to print all pages by selecting **All** from the print range window. Or, you can select a specific page range by selecting **Pages**, and entering the desired page numbers in the **from** and **to** fields.



Select the number of copies you wish to print from the **Number of copies** cell. You may enter the number of copies you wish manually, or you can use the up or down arrows to increase or decrease the number of copies respectively.

Select **Collate** if you wish the report pages to print in sequential order.

Click **Cancel** to cancel the print job and close the Print window. Or, click **OK** to accept the print job and return to the Electionware window.



Note: The print option can be used to create soft copies of a report as well. Use the **Name** drop-down list to select Adobe PDF option if Adobe 9.0 or higher is installed. Otherwise select **Print to file** from the drop-down menu.

Page Selection Arrows

Use the page selection arrows to navigate through the report pages sequentially, or to jump to the beginning or end of the report.



Click the **Previous Page** arrow to move one page backward in the report.

Click the **Next Page** arrow to move one page forward in the report.

Click the **First Page** arrow to skip to the first page.

Click the **Last Page** arrow to skip to the last page.

Or, use the **Go To Page** field to skip to a specific page in the report. You can also use this field to check the number of the currently displayed page.



Changing the On screen Report View

Use the page size and zoom icons to change the way that the on screen report is currently displayed.



Use the **Actual Size** icon to view the report in its actual size.

Use the **Fit Page** icon to make the report fit the page to the size of the current screen.

Use the **Fit Width** icon to make the report fit to the width of the current screen.

Use the **Zoom In** icon to zoom in on the report.

Use the **Zoom Out** icon to zoom out of the report.

Use the **Zoom Ratio** drop-down menu to manually select the size of the report on screen. The Zoom Ratio ranges from 100% to 800%. Select from the available percentages, or enter a manual percentage in the box.

Chapter 31: Revision History

Electionware Volume IV: Deliver User's Guide 4.6
February 21, 2014
Document Version 4.0

Chapter	Version	Description	Project
5	4.0	Removed note about Count Overvotes as 1 not supported. Added note about Count Overvotes and Combine Over/Under. Step 17: Changed Style to Status.	5.2.0.0
6	4.0	Removed Crossover from note about unsupported options. Added note that Crossover is only available for open primaries.	5.2.0.0
10	4.0	Removed chapter Add Regional Sending Sites.	5.2.0.0
16 (now 15)	4.0	Package Status: Removed Regional Sending from text. Updated screen shot, removing Regional Sending and changing SFTP to None.	5.2.0.0
25 (now 24)	4.0	BOD Export: Updated screen shot w/ shortened file path.	5.2.0.0
26	4.0	Removed chapter Export SFTP Users List.	5.2.0.0
27	4.0	Removed chapter Export Regional Sites Media List.	5.2.0.0

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Chapter	Version	Description	Project
9	3.0	Removed section DS200 Results Transmission.	5.2.0.0
4	3.0	Corrected minimum character length for Election code, depending on selected code strength.	5.2.0.0
12	3.0	Removed section SFTP User Accounts.	5.2.0.0
1,2	3.0	Removed DS200 Results Transmission from navigator table.	5.2.0.0

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February 5, 2014
Document Version 2.0

Chapter	Version	Description	Project
5	2.0	Added note about Poll report following step for Result Report Quantity.	5.2.0.0

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February 4, 2014
Document Version 1.4

Chapter	Version	Description	Project
3	1.4	Clarified security code criteria, corrected reference to Admin guide.	5.2.0.0
Entire Book	1.4	Changed manual title to filename in footer.	5.2.0.0

Electionware Volume IV: Deliver User's Guide v.4.6
January 24, 2014
Document Version 1.3

Chapter	Version	Description	Project
Index	1.3	Removed footer	5.2.0.0

Electionware Volume IV: Deliver User's Guide v.4.6
January 7, 2014
Document Version 1.2

Chapter	Version	Description	Project
Entire Book	1.0	New book based on EVS FL 4.5.	5.2.0.0
36	1.2	Replace project name w/ project number.	5.2.0.0

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