

ClearDesign Backup and Restore

This document describes how to back up and restore elections in ClearDesign.

Backup process

To backup elections in ClearDesign, follow these steps on the DesignServer:

1. Log in to ClearDesign.
2. Open the election.
3. Select the Backup tab.
4. Enter a validation code.
5. Select **OK**.
6. Select **Close**.

The backup becomes visible in the lower left corner of the screen.

7. Find the up-arrow on the right of the Zip file, click the arrow, and select **Open in folder**.

You are then directed to the Download folder and the specific backup becomes highlighted.

Repeat the preceding steps for each election that resides in ClearDesign.

Best practices for backing up elections

Counties usually create three folders within the Documents folder for all elections:

- Downloads
- PDFs
- BDFs

The downloads are usually transferred to the applicable folder for each election. Transfer these folders and any backups performed before the upgrade from the DesignStation to an external source, such as a USB or hard drive.

Preparing to restore an election

Before you restore an election, do the following:

1. After you complete the upgrade, power up the DesignServer.
2. Wait until the system loads and a login prompt appears, but do not log in.
3. Power up the DesignStation and log in.
4. Launch Google Chrome or Mozilla Firefox.
5. Go to the URL for ClearDesign and log in.

ClearDesign opens to the Home Administration page. No elections are visible in the election pane.

Restoring an election

To restore an election, follow these steps:

1. Select the Restore tab.
2. Select the file to restore, enter the validation code used to back up the election, and click **OK**.
3. When the restoration process is complete, click the **Close** button.

The election is visible in the election pane.

4. Click the name of the election to open it.
 5. Go to ballot sets.
 6. Go to the Generate tab and generate the election.
- A pop up window appears containing the message:
OK to generate ballots?
7. Click **OK**.

A pop up window appears containing the message:
Generate 0 new ballots for a total of xxx ballot styles.

8. Select **Close**.
 9. Go to the Layout tab and card layout styles.
- A pop up window appears containing the message:
Warning: not all ballot styles are generated. Okay to layout cards?
10. Select **OK**.

A pop up window appears containing the message:
Already laid out.

11. Select **Close**.
12. Select the Cards tab and view any layout.

The election is now updated to the current version.

Restoring a template

To restore templates for use in an upcoming election,

1. Use the Restore tab and enter the appropriate validation code previously used to back up the election.
2. When the restoration is complete, click the **Close** button.

The template appears in the election pane.

3. Click the election name to open it.

The election template is now ready for importing files for ballot layout or reimporting files if layout is already in progress.