Scanning ballots with ibml scanners

This guide describes the ballot-scanning process for the ImageTracDS 1210 and ImageTrac-Lite scanners.

1.1   Preparing the site and cards

Tasks include:

    A.   Setting up the site

    B.   Sorting ballot boxes by counter group

    C.   Preparing each ballot box

    D.   Adding target cards and labels to boxes

Figure 1-1. Example of ballot preparation table

A. Setting up the site

1. Set up the ballot preparation table next to the scanning area.

2. Set the bin for the target cards and box labels under the table.

3. Next to the table, designate areas named:

    - Arrival from storage
    - Ready for scanning

4. Print target cards and box labels by counter group (such as AB, EV, ED, PR, VBM) and place them in the bin.

B. Sorting ballot boxes by counter group

In the arrival-from-storage area, prepare to scan *all* cards from *one* counter group at a time. For example, make a separate pile for the cards in each of these groups:

- Absentee (AB)
- Accessible vote center (AVC)
- Early voting (EV)
- Election day (ED)
- Other (OT)
- Provisional (PR)
- Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)
- Vote-by-mail (VBM)

C. Preparing each ballot box

1. Open the box.
2. Align the cards (using a jogger if available). Orientation is not important.
3. Place the cards in the box.

D. Adding target cards and box labels to boxes

1. Select the next sequential target card and corresponding box label for the counter group.
2. Place the box label on the box adjacent to the existing election label.
3. Place the corresponding target card *face up* on top of the cards.
4. Close the box and move it to the ready-for-scanning area.

1.2 Initializing ScanStation computers

Initialization at the beginning of each day of scanning ensures that the ScanStation computers are configured properly. At each ScanStation computer:

1. Power on the ScanStation computer and log in as the ScanStation user.
2. Start the Tabulator:
   a. For the ImageTrac-Lite scanner, double-click the **IBMLTabulatorLite.cmd** file on the desktop.
   b. For the ImageTracDS 1210 scanner, double-click the **IBMLTabulator1210.cmd** file on the desktop.
3. A command prompt window appears as the file runs, followed by the ScanStation Password dialog. Enter the ScanStation user password and click **OK**.
4. The Tabulator window appears. Check the information on the left of the window. It should display the following information:
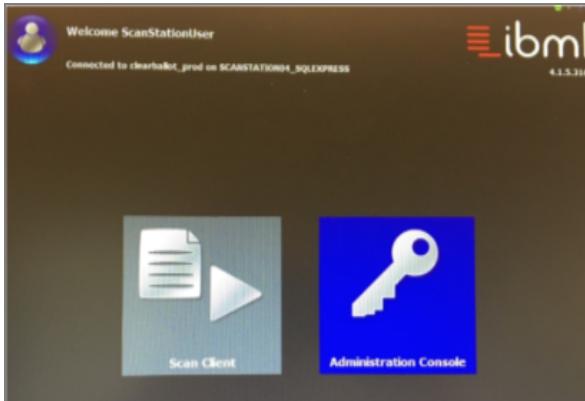
- The name of the active election (for example, ClearCounty_2019g)
- The name of the ScanStation computer (such as SCANSTATION03)
- The model and serial number of the scanner connected to the ScanStation computer

5. Log in to the ibml SoftTrac Capture Suite application.

   - For the ImageTrac-Lite scanner, log in to the ibml console as the ScanStation user and then double-click the **Start Scanner** icon. The login screen appears.
   - For the ImageTracDS 1210 scanner, double-click the **Start Scanner** icon. The login screen appears.

6. Click **Options**, select **One-Click Login** and then click **Log In**. The Welcome ScanStation User screen appears.

7. Power on the scanner.

8. Click the **Scan Client** icon.

9. Click **New Batch**. The Select Job screen appears with the **Clear Ballot** job option selected.

10. Click **Go**. The Scan Client window appears.

11. Place the cards headfirst and face down in the scanner's automatic feed tray with the target card face up on top of them.

12. Click **Auto Feed** to begin scanning.