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VOTING™**

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# **COLORADO ELECTION PROGRAMMING GUIDE Using the SCORE export**

## **Democracy Suite 5.11**

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# Introduction

## Purpose and Scope

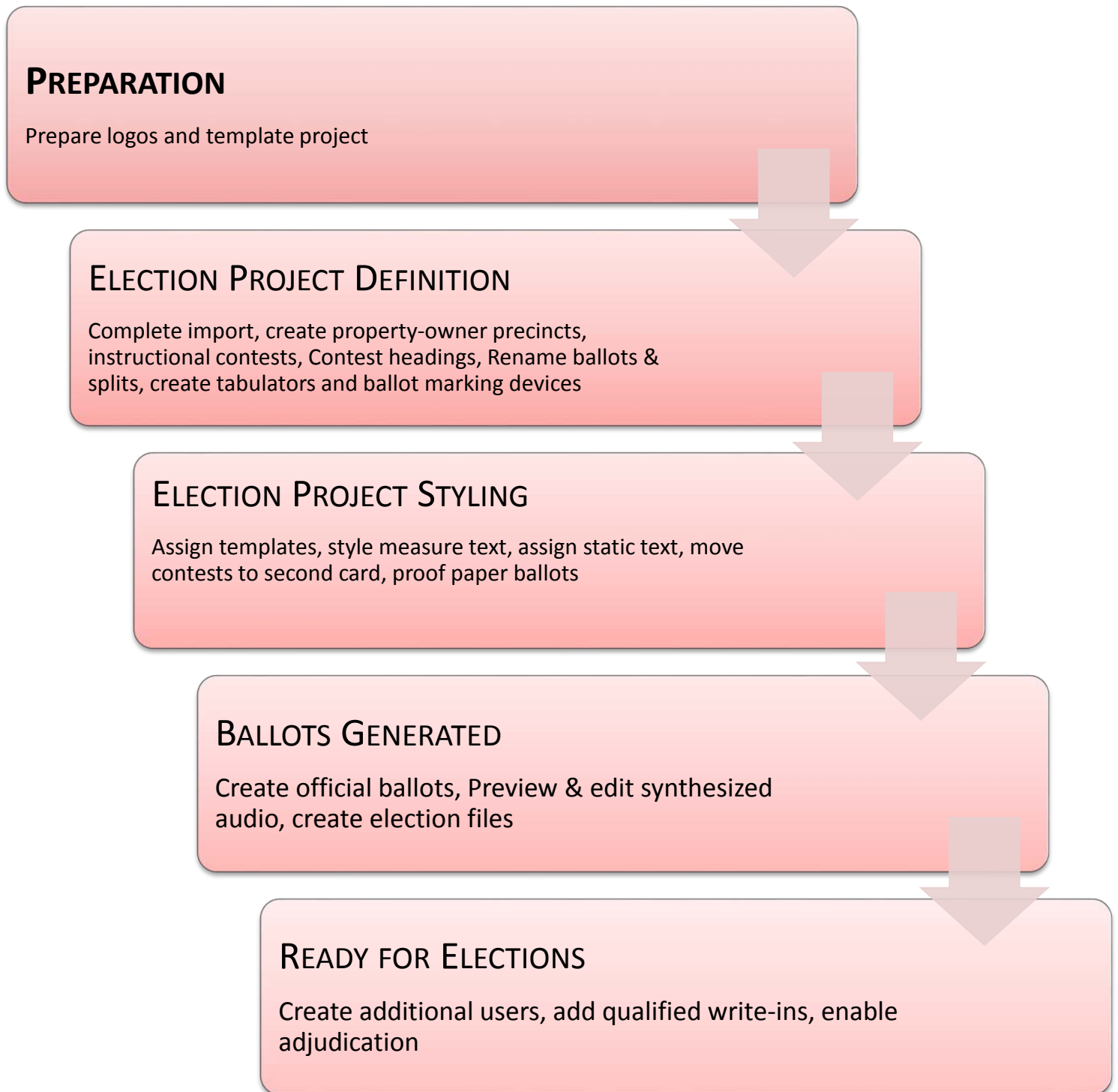
The Colorado Ballot Programming Guide covers the preparation of an Election Database within the Democracy Suite system. This guide covers the basics of creating an election using an import file from the SCORE system.

Sections and topics are organized in the order required by the system for election setup: from importing the election definition from SCORE, to adding/modifying ballot content, to styling paper and screen (ICX) ballots, and preparing tabulation/election files.

The intended audience is election administrators and election staff conducting and participating in election activities, before, during, and after ballot programming. This guide presumes that all necessary election hardware and software is already available.

## Election Setup Phases

Election setup in Democracy Suite consists of multiple phases. The workflow described below covers, at a high-level, the work that will be completed in each phase of election setup.





## Chapter One: Preparing the Election Setup Environment

### Checklist – Preparing the Election Setup Environment

In the first phase of the Election Setup process, you will prepare the environment in which you will setup your election. The work done in this phase should be completed on the EMS Workstation and/or EMS Server.

#### **Item(s) to check:**

- ☐ Update logos
- ☐ Restore template election project
- ☐ Copy template election project

#### **Update Template Election Project**

- ☐ Update election event properties
- ☐ Update project parameters
- ☐ Update ballot style settings
- ☐ Update image resources
- ☐ Update styling templates



## 1.1 Replace Dominion Logo with County Logo for ICX (if necessary)

Follow the steps below to update the election logo that will be included on the upper-right portion of the ICX screen. This only needs to be completed one time, after your system is accepted, or if your logos are changed or updated.

1. Save each version of your county logo in the following format:
  - Full color = **logo.png**



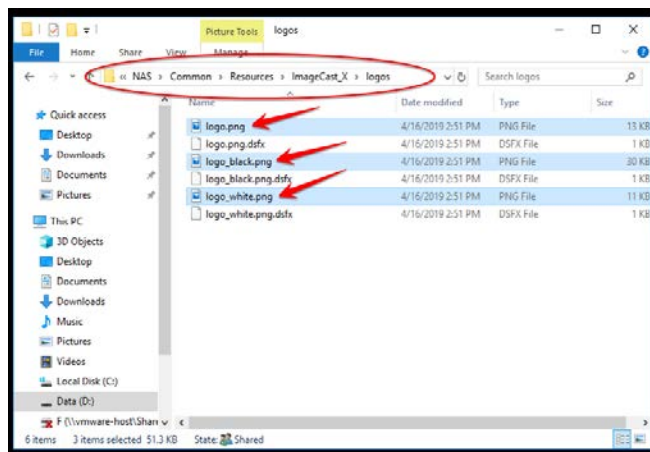
- Black on white = **logo\_black.png**



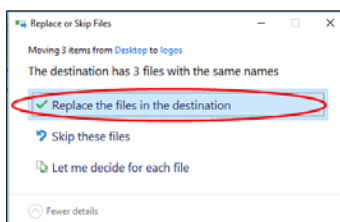
- White on black = **logo\_white.png**



2. Open **File Explorer** and navigate to the following directory:  
**D:\NAS\Common\Resources\ImageCast\_X\logos**



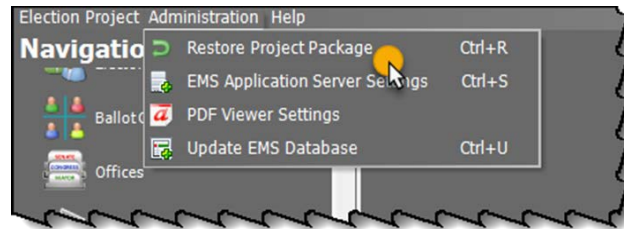
3. Select **“Replace the files in the destination”** option and close out of **File Explorer**.



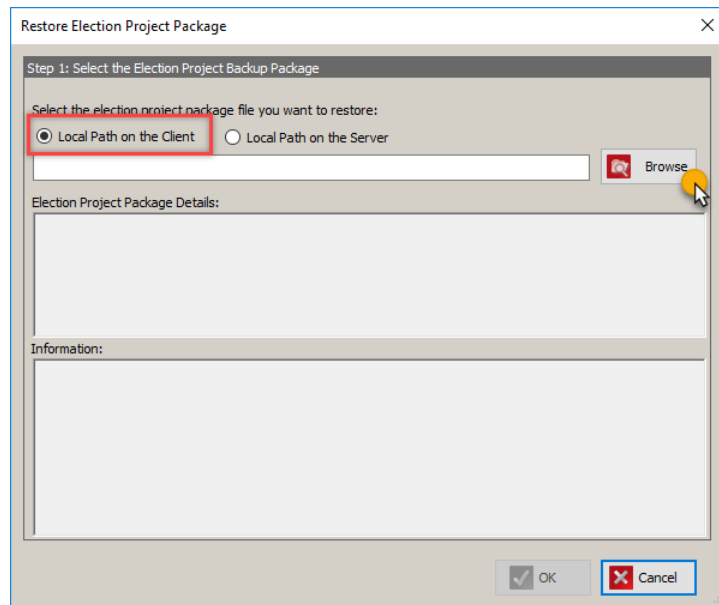
## 1.2 Restore Template Election Project

The Template Election Project will be made available to all Standard counties prior to election setup. Copy the template project to the desktop of your EMS Client workstations.

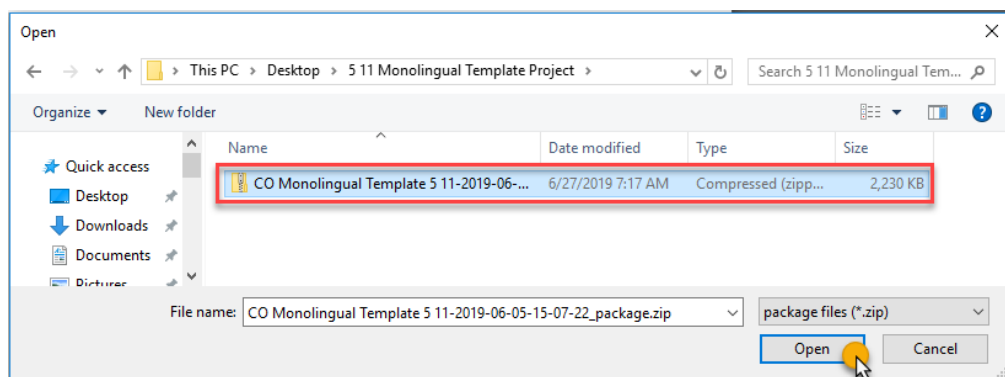
1. Open Election Event Designer (EED).
2. From the top menu, select **Administration** and then select **Restore Project Package**.



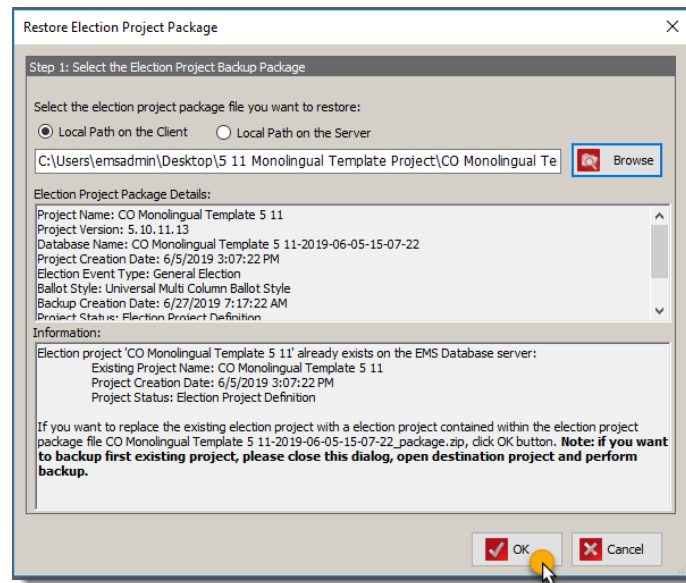
3. The **Restore Election Project Package** window will open. Leave **Local Path on the Client** selected and click the **Browse** button.



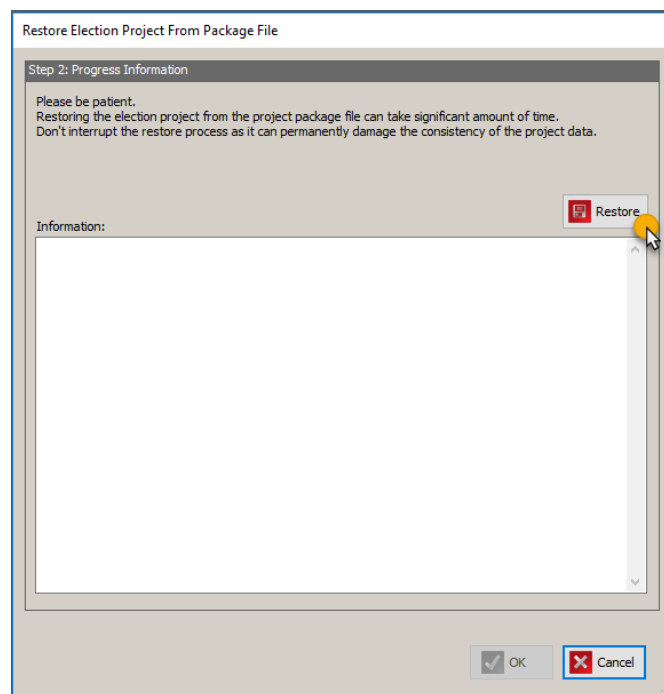
4. Locate the project package backup file (.zip) of the election to be restored. Click on the project package to select it and then click the **Open** button.



5. The **Step 1: Select the Election Project Backup Package** window will open. Click **OK** to proceed.

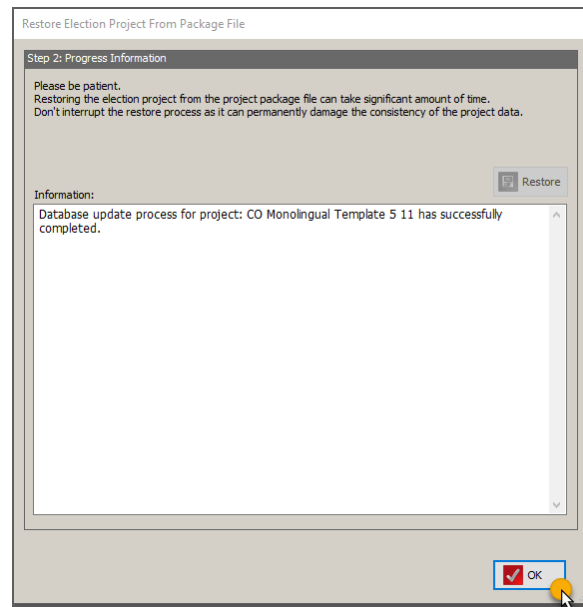


6. The **Step 2: Progress Information** window opens. Click the **Restore** button.



Restoring the project can take several minutes. Progress information is provided throughout the process. Do not interrupt the process or the data files can become corrupted.

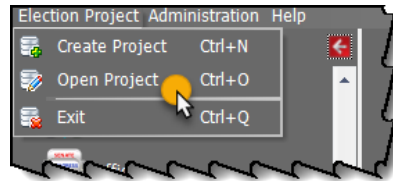
8. When the election has been restored, click the **OK** button (once enabled) to complete the process.



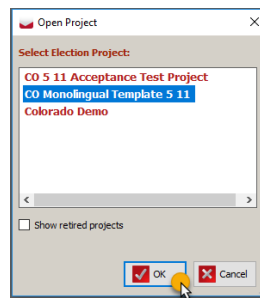
### 1.3 Create a Copy of the Template Election Project

After restoring the generic template election project, a copy of the project should be created for each election the template project will be used to style. This copy will be used to create county specific templates and to import the election data.

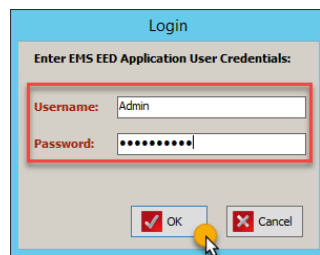
1. Open EED.
2. Select **Election Project** and then select **Open Project**.



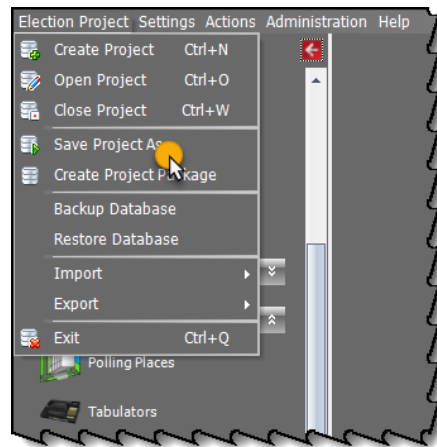
3. Select the template project and click **OK**.



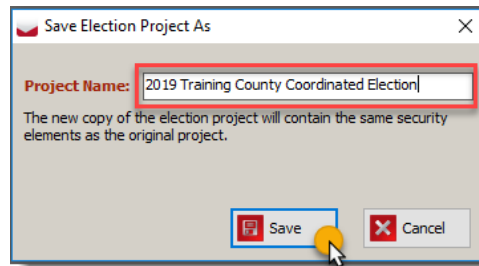
4. Enter the username and password:
  - Username = Admin
  - Password = dvscorp08!



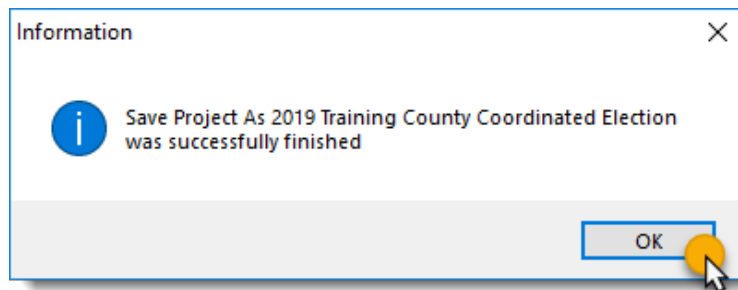
5. Select **Election Project** and then select **Save Project As**.



6. Enter a name for the project (e.g. 2019 Any County Coordinated Election) and click **Save**.

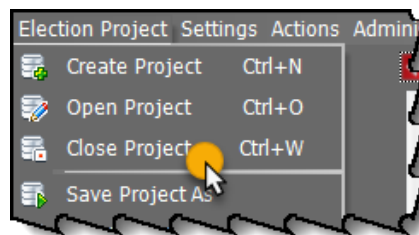


7. When the project has saved, a confirmation message will display. Click **OK**.



Next, you will need to close out of the template project and log into the project you just created.

8. To close out of the project, select **Election Project**, and then select **Close Project**.



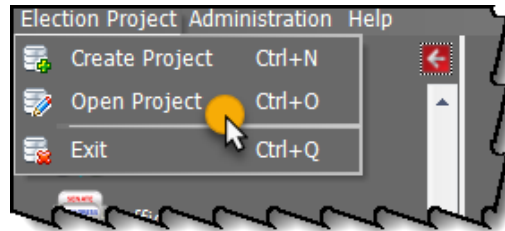


## 1.4 Update the Template Election Project

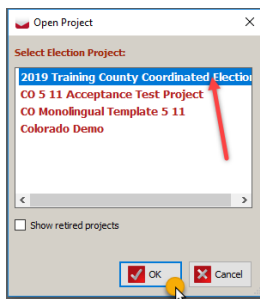
This section walks through all of the updates needed in order to update the template with specific county information.

### 1.4.1 Update Election Event Properties

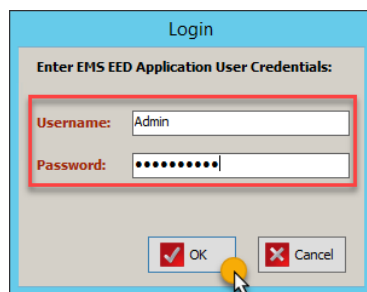
- 1 Open EED.
- 2 Select **Election Project** and then select **Open Project**.



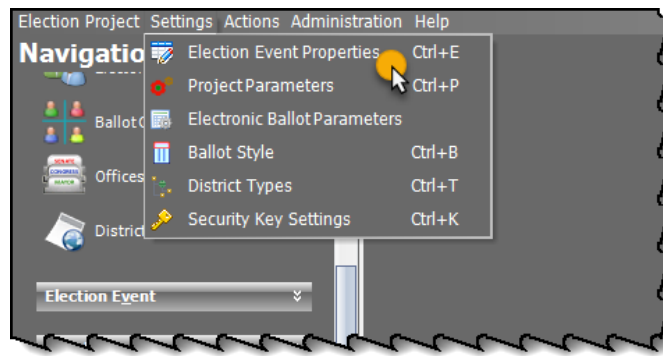
- 3 Select the project that was just copied/created and click **OK**.



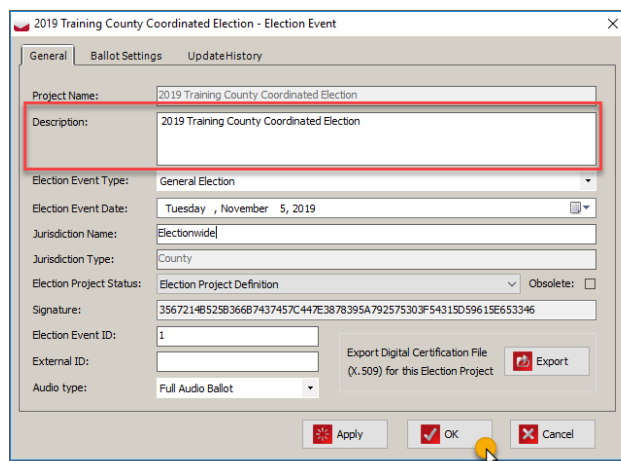
- 4 Enter the username and password:
  - Username = Admin
  - Password = dvscorp08!



- 5 From the top menu, select **Settings**, then select **Election Event Properties**.



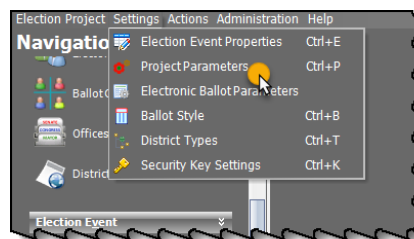
- 6 Update the description to match the election name (e.g. 2019 Elbert County Coordinated Election). Click the **OK** button.



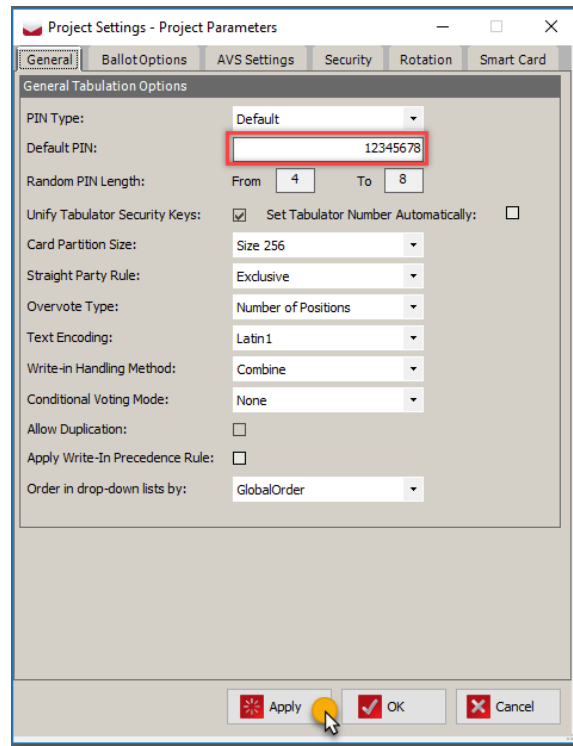
The Election Event window will close automatically after you select **OK**.

#### 1.4.2 Update Project Parameters

1. From the top menu, select **Settings**, then select **Project Parameters**.

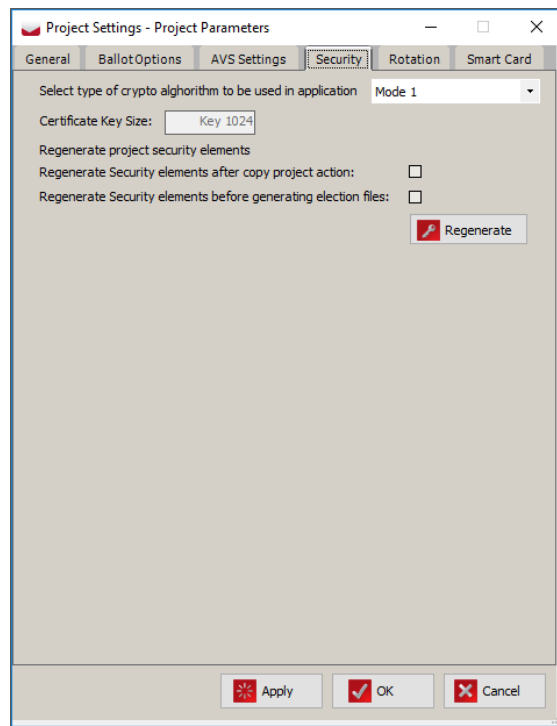


2. Select the **General** tab and update the default PIN with the unique number for the election.



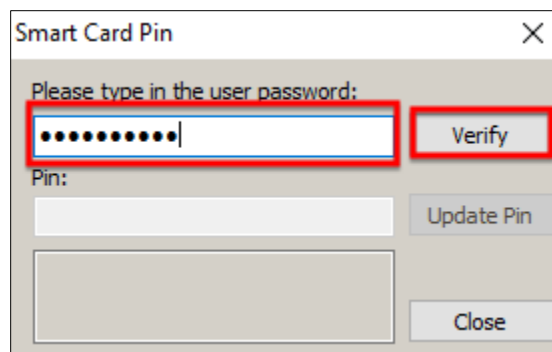
*NOTE: The Default PIN is the unique pollworker pin for each election. The PIN should be 8 digits.*

3. Select the **Security** tab. Uncheck **Regenerate Security elements after copy project action**

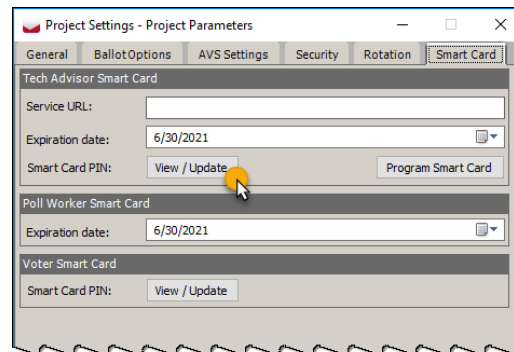


4. Select the **Smart Card** tab. From the **Tech Advisor Smart Card** section, select the **View/Update** button.

5. Enter the project password (e.g. dvscorp08!) and click the **Verify** button.

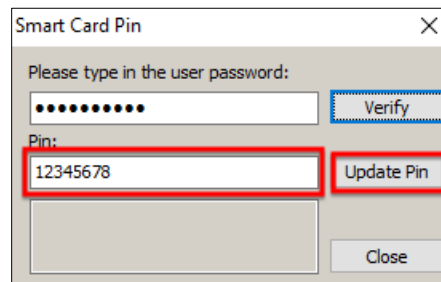


A dialog box titled "Smart Card Pin" with a close button (X) in the top right corner. The main text says "Please type in the user password:". Below this is a text input field containing ten dots, representing a masked password. To the right of the input field is a button labeled "Verify". Below the input field is a label "Pin:" followed by an empty text input field. To the right of this field is a button labeled "Update Pin". At the bottom of the dialog is a large empty rectangular area and a button labeled "Close".



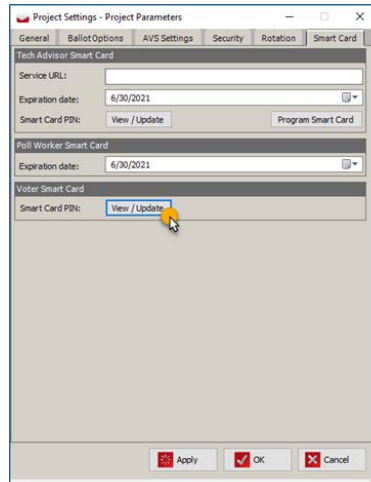
A screenshot of the "Project Settings - Project Parameters" dialog box. The "Smart Card" tab is selected. The "Tech Advisor Smart Card" section contains a "Service URL:" field, an "Expiration date:" dropdown menu set to "6/30/2021", and a "Smart Card PIN:" field with a "View / Update" button. To the right of this section is a "Program Smart Card" button. Below this is the "Poll Worker Smart Card" section with an "Expiration date:" dropdown menu set to "6/30/2021". At the bottom is the "Voter Smart Card" section with a "Smart Card PIN:" field and a "View / Update" button. A yellow circle with a mouse cursor points to the "View / Update" button in the Tech Advisor Smart Card section.

6. Enter the tech advisor pin (e.g. 12345678). Click **Update Pin** and then click **Close**.



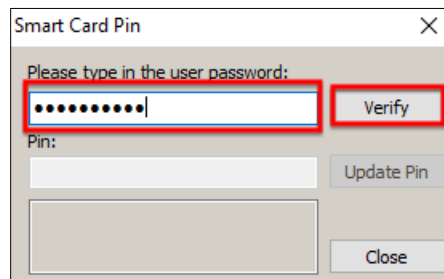
A screenshot of the 'Smart Card Pin' dialog box. It has a title bar with a close button. The main area contains a label 'Please type in the user password:' above a password field with eight dots. To the right of the password field is a 'Verify' button. Below the password field is a 'Pin:' label above a text field containing '12345678'. To the right of this field is an 'Update Pin' button. At the bottom right is a 'Close' button. The 'Update Pin' and 'Pin' fields are highlighted with red rectangles.

7. From the **Voter Smart Card** section, select **View/Update**.



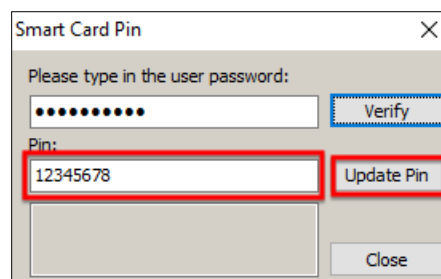
A screenshot of the 'Project Settings - Project Parameters' dialog box. It has multiple tabs: General, Ballot Options, AVS Settings, Security, Rotation, and Smart Card. The 'Smart Card' tab is selected. It contains three sections: 'Tech Advisor Smart Card', 'Poll Worker Smart Card', and 'Voter Smart Card'. Each section has an 'Expiration date' field set to '6/30/2021' and a 'Smart Card PIN:' label. The 'Voter Smart Card' section has a 'View / Update' button highlighted with a mouse cursor. At the bottom are 'Apply', 'OK', and 'Cancel' buttons.

8. Enter the project password (e.g. dvscorp08!) and click the **Verify** button.



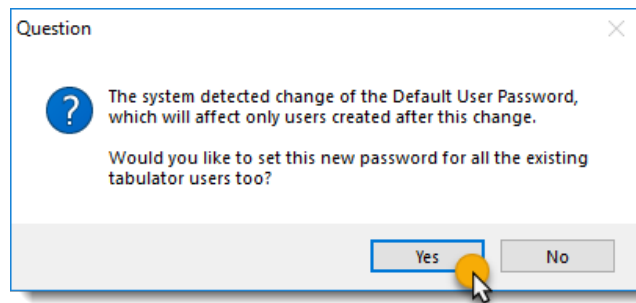
A screenshot of the 'Smart Card Pin' dialog box. It has a title bar with a close button. The main area contains a label 'Please type in the user password:' above a password field with eight dots. To the right of the password field is a 'Verify' button. Below the password field is a 'Pin:' label above an empty text field. To the right of this field is an 'Update Pin' button. At the bottom right is a 'Close' button. The password field and 'Verify' button are highlighted with red rectangles.

9. Enter the tech advisor pin (e.g. 12345678). Click **Update Pin** and then click **Close**.



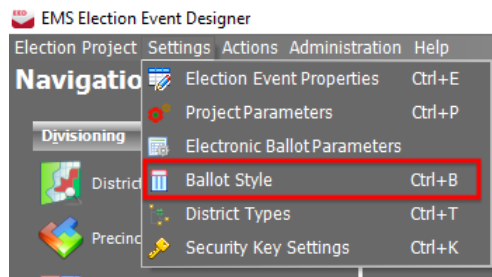
A screenshot of the 'Smart Card Pin' dialog box. It has a title bar with a close button. The main area contains a label 'Please type in the user password:' above a password field with eight dots. To the right of the password field is a 'Verify' button. Below the password field is a 'Pin:' label above a text field containing '12345678'. To the right of this field is an 'Update Pin' button. At the bottom right is a 'Close' button. The 'Update Pin' and 'Pin' fields are highlighted with red rectangles.

10. A confirmation will display warning you that Select **Yes** when the following dialog appears.

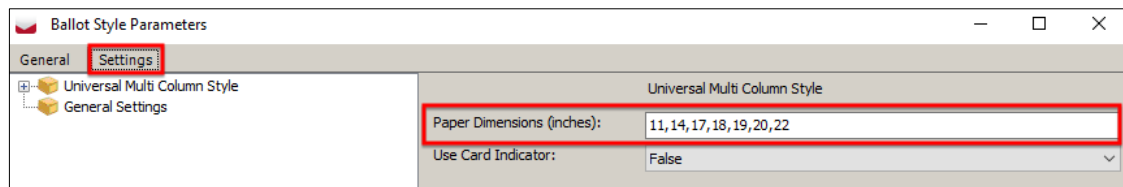


### 1.4.3 Update Ballot Style Settings

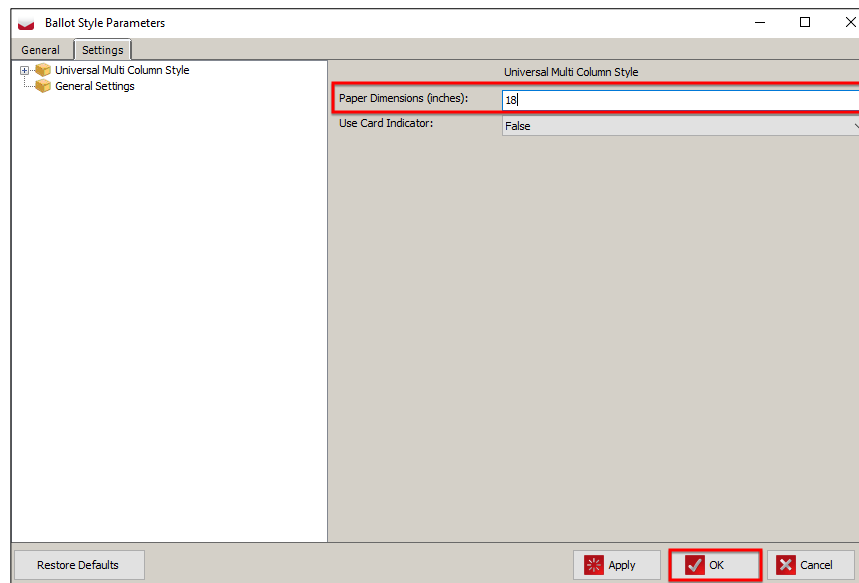
1. From the top menu, select **Settings**, then select **Ballot Style**.



2. In the **Ballot Styles Parameters** screen, select the **Settings** tab.



3. Change the **Paper Dimensions (inches):** option to 1 page size if you want all ballots to be the same length (e.g. 11 for an 11" ballot). Leave the setting as multiple sizes if having multiple sizes of ballots is acceptable. Click **OK** after changes have been made.



#### 1.4.4 Upload Image Resources

Images can be uploaded and used within screen templates. To upload an image that can be referenced for on-screen content (such as the Clerk's signature), follow the steps below:

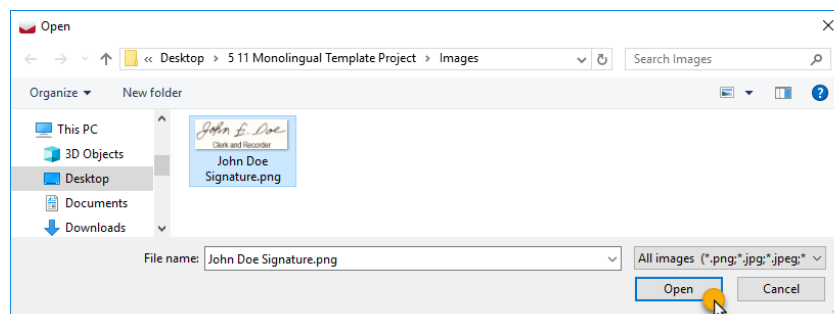
1. From the left navigation pane, select **Image Resources**.
2. Click Search to view any previously loaded image files.
3. Click **Create New** to create a new image resource.



4. An Image Resource window will open:
  - a. Type in a name for the image resource (e.g. Clerk Signature *Clerk Name*).
  - b. In the '**Paper image**' section, select the file folder.

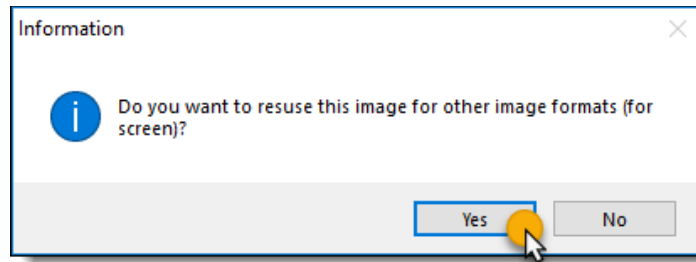


5. Browse to the location of the image you wish to upload and then click **Open**.



6. An informational message will display, prompting you to confirm whether you'd like to use this image for screen formats. Click **Yes**.



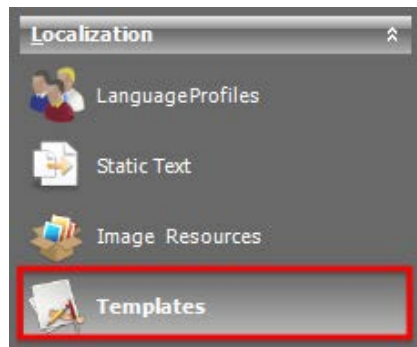


7. The image uploaded will automatically be converted to the other color / views. Click **Save and Close**.



### 1.4.5 Update Templates

1. From the left navigation pane, select **Templates**.



2. Set the **Template Type** to **Ballot Header/Footer template** and click **Search**.

A screenshot of the 'Templates - Headers, Contests and Candidates' window. It has four dropdown menus: 'Template Name', 'Template Type', 'Language Purpose', and 'Language'. The 'Template Type' dropdown is set to 'Ballot Header/Footer Template' and is highlighted with a red rectangular box.

3. Select the BC – Ballot Header Template by double-clicking on it.

Name	Template Type
Property owner	Ballot Header/Footer Template
BC - Ballot Header Template	Ballot Header/Footer Template
BC - Ballot Header Template - Blank Back	Ballot Header/Footer Template
BC - Ballot Header General Election - Long	Ballot Header/Footer Template
BC - Ballot Header 2nd Card Front	Ballot Header/Footer Template

4. Click on the Template tab. Update the county name to your county's name. Update the clerks' signature to your County Clerk's signature. Click **Save and Close**.

A screenshot of the 'Ballot Header/Footer Template - Template - Ballot Content' window. The 'Template' tab is selected. The window shows a ballot template with the following text: 'DEMONSTRATION BALLOT FOR COORDINATED ELECTION TRAINING COUNTY, COLORADO NOVEMBER 5, 2019'. There is a signature 'John F. Doe' and the title 'Clerk and Recorder'. Below this is a section titled 'INSTRUCTIONS TO VOTERS:' with three sub-sections: 'Making selections', 'Making Corrections', and 'Optional Write-in'. Each sub-section has a diagram and text explaining the voting process. At the bottom, there is a 'WARNING' section.



- Set the **Template Type** to **Screen/Print Ballot Header Template** and click **Search**.

**Templates - Headers, Contests and Candidates**

Template Name:

**Template Type:** Screen/Print Ballot Header Template

**Language Purpose:** <<All>>

**Language:** <<All Language Profiles>>

Records found: 2

**Search**

- Select the SC – Ballot Header (this is the ICX on-screen header) by double-clicking on it.

Name	Template Type	Language Purpose ▼	Language(s)
PC - Ballot Header	Screen/Print Ballot Header Template	Print Content	English - PC
SC - Ballot Header	Screen/Print Ballot Header Template	Screen Content	English - SC

- Click on the **Template** tab. Update the county name to your county's name.

SC - Ballot Header - Template - Screen Content

Save Save and Close

General Languages **Template**

File Edit Format Table View

Arial 10 B I U abc

**Official Coordinated Election Ballot**

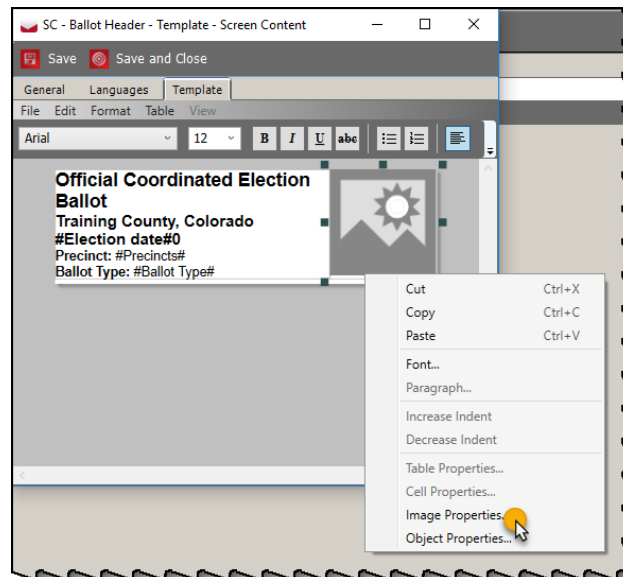
Training County, Colorado

#Election date#0

Precinct: #Precincts#

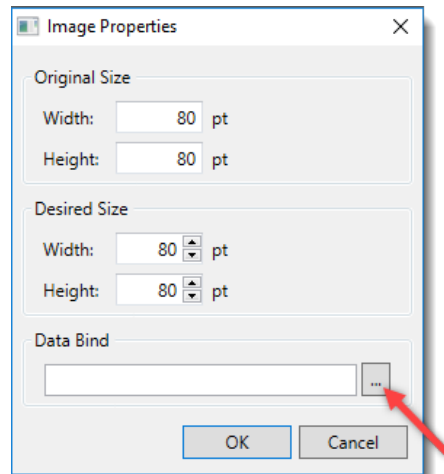
Ballot Type: #Ballot Type#

- Right click on the image icon.
- Select Image Properties.

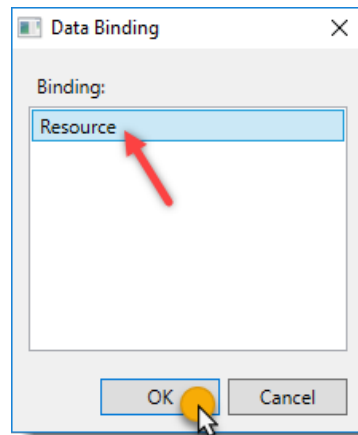




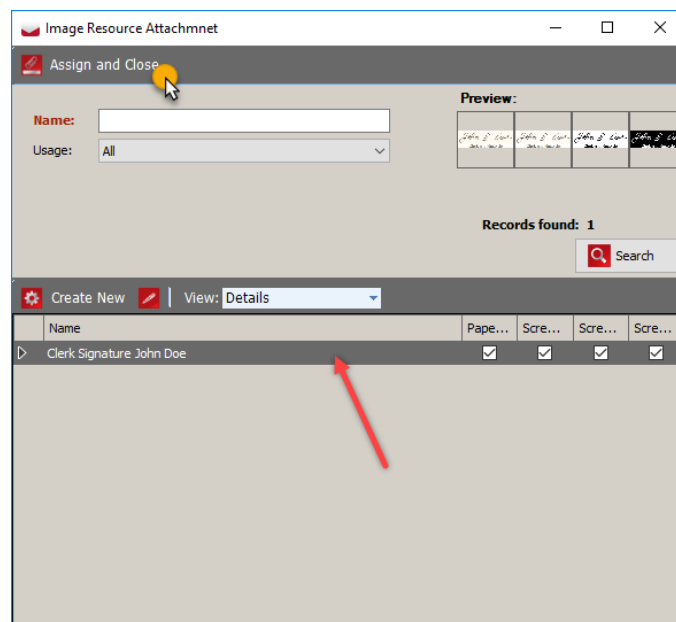
10. From the **Data Bind** section of the screen, select the '...'



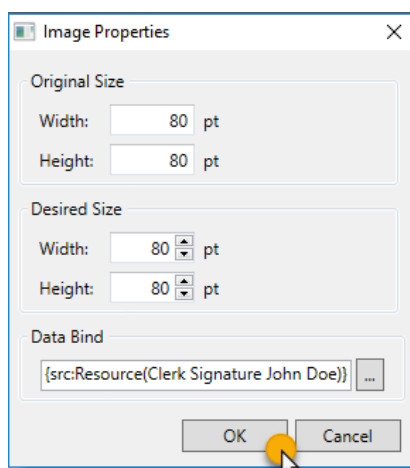
11. Select **Resource**, then click **OK**.



12. An **Image Resource Attachment** window will open. Select the image you wish to attach, then click **Assign and Close**.



13. The value in the **Data Bind** field will be updated. Click **OK**.

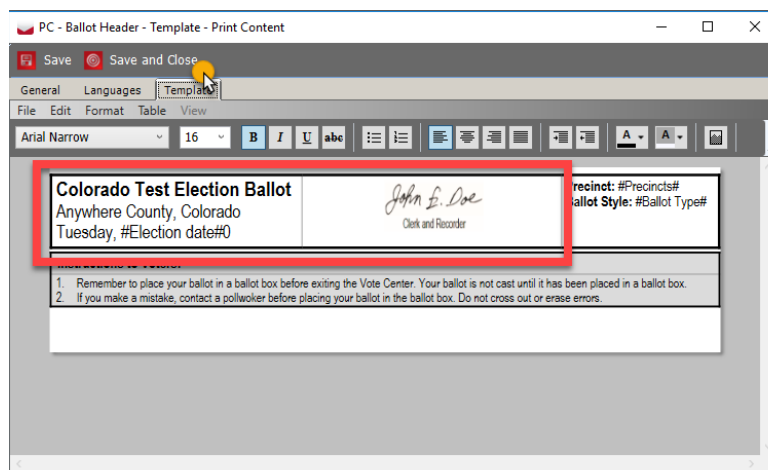


*Note: The image will still appear in the template as the icon displayed before attaching the image resource file.*

14. Select the PC – Ballot Header (this is the header that will be printed on the ICX QR Code ballot) template by double-clicking on it.

Create New Delete				
	Name	Template Type	Language Purpose ▼	Language(s)
▶	PC - Ballot Header	Screen/Print Ballot Header Template	Print Content	English - PC
	SC - Ballot Header	Screen/Print Ballot Header Template	Screen Content	English - SC

15. Click on the **Template** tab. Update the county name and check the clerk's signature. Click **Save and Close**.



16. Create a back-up of the project package.

## Chapter Two: Election Project Definition

### Checklist – Election Project Definition

In the next phase of the Election Setup process, you will

#### **Item(s) to check:**

- ☐ Change the SCORE Format from Excel 97-2003 to Excel Workbook
- ☐ Election Data Translator (EDT): Update Excel File Format
- ☐ Run Macros to the SCORE Export File
- ☐ EDT: Import into Election Project
- ☐ Modify contests that require write-ins
- ☐ Create property owner precincts
- ☐ Create contest headings
- ☐ Create instructional contest(s)
- ☐ Define ballots structure/advance to election project styling
- ☐ Rename ballot types
- ☐ Rename ballot PDFs
- ☐ Rename Precinct Splits
- ☐ Rename activation codes
- ☐ Update counting groups
- ☐ Create ImageCast X devices
- ☐ Create ImageCast Central devices
- ☐ Assign Device Settings and Precincts






## 2.1 Change the SCORE Format from Excel 97-2003 to Excel Workbook

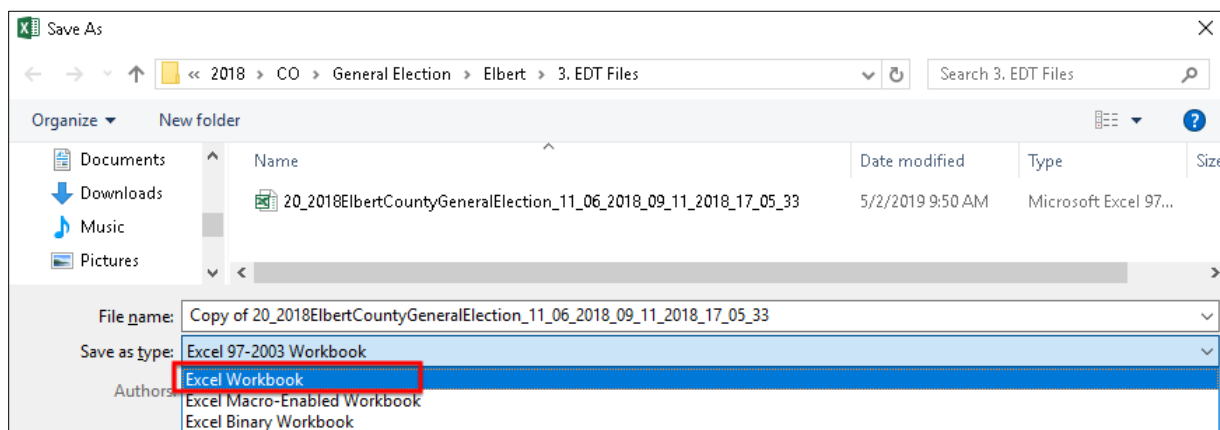
Prior to this step - review the SCORE spreadsheet for duplicate contest names, update the **District Position** field in SCORE as needed to ensure they are unique, and re-export the spreadsheet.

1. Open the SCORE file in Excel.

*NOTE: Use a computer with Microsoft Office installed or install Microsoft Office on the Election Management System (EMS) Client.*

 20\_2018ElbertCountyGeneralElection\_11\_06\_2018\_09\_11\_2018\_17\_05\_33

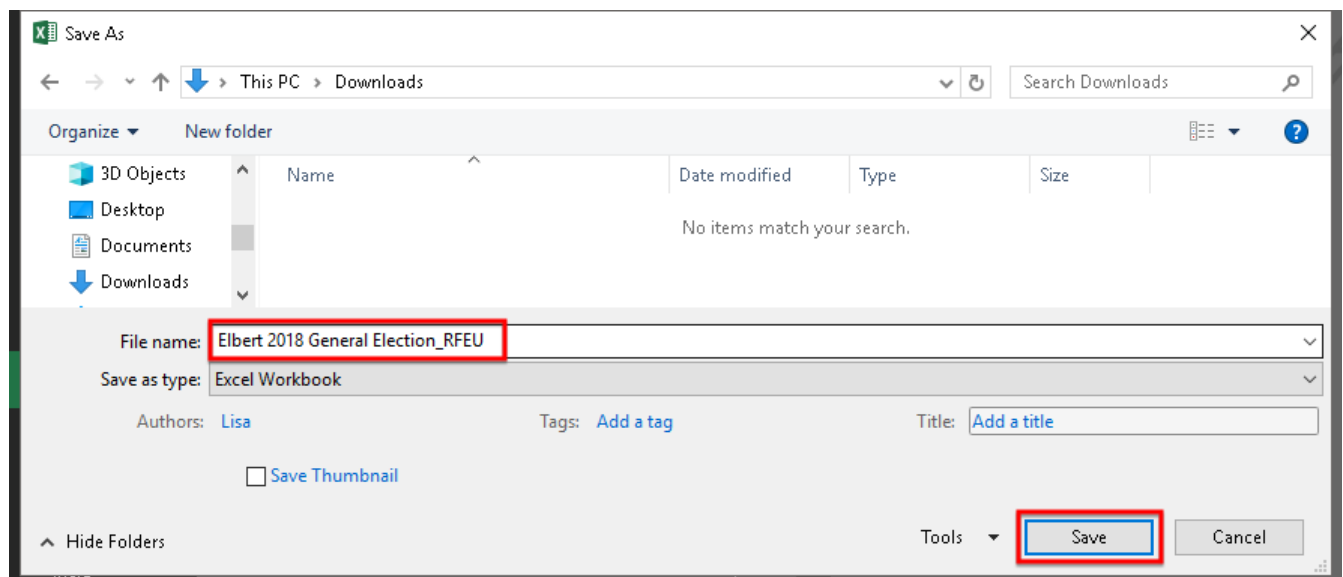
2. In Excel, click **File** and then click **Save As**.
3. From the **Save as type:** drop-down menu, select **Excel Workbook**.



4. Save the file using this naming convention:

*CountyName\_year\_Election Name\_RFEU* (RFEU stands for Ready for Excel Update.)

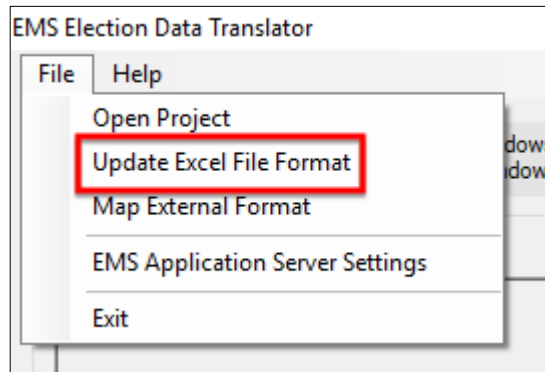
5. Click the **Save** button.



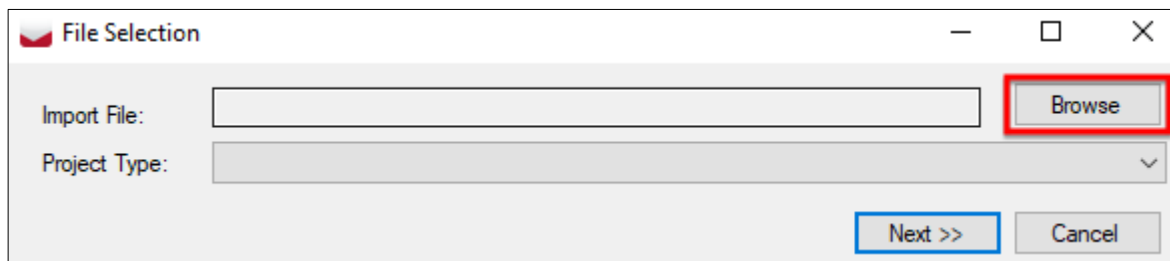
## 2.2 Election Data Translator (EDT): Update Excel File Format

Copy the export to a USB drive and move to the EMS Client.

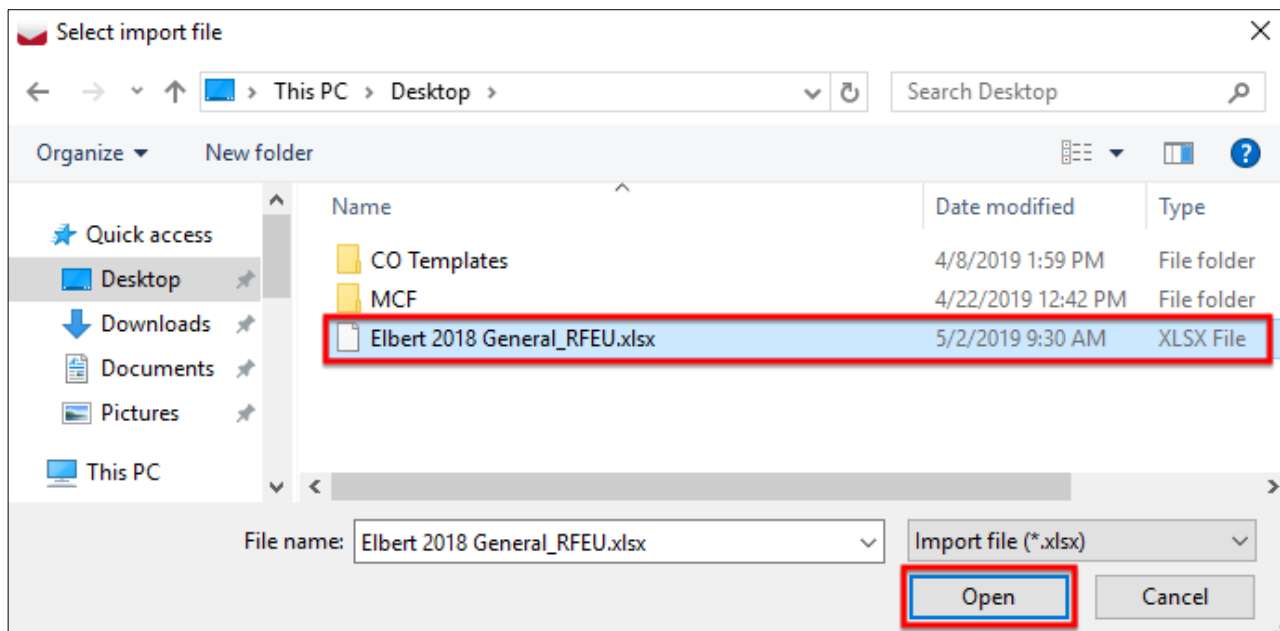
1. Launch EDT.
2. Select **File** and then select **Update Excel File Format**.



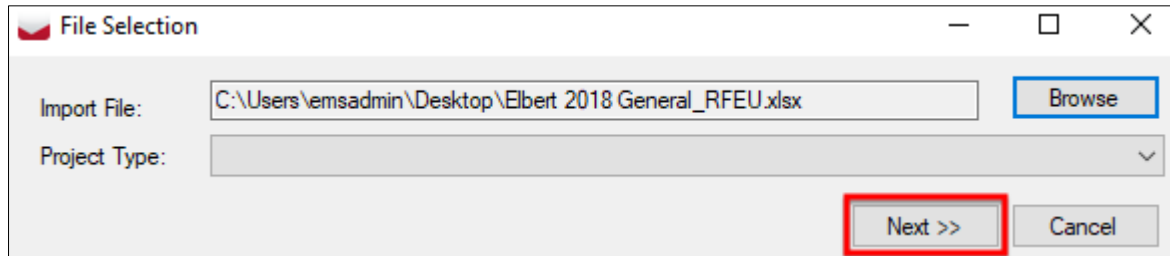
3. Click **Browse** to navigate to the location of the file created above.



4. Select the file when it is found and click the **Open** button.

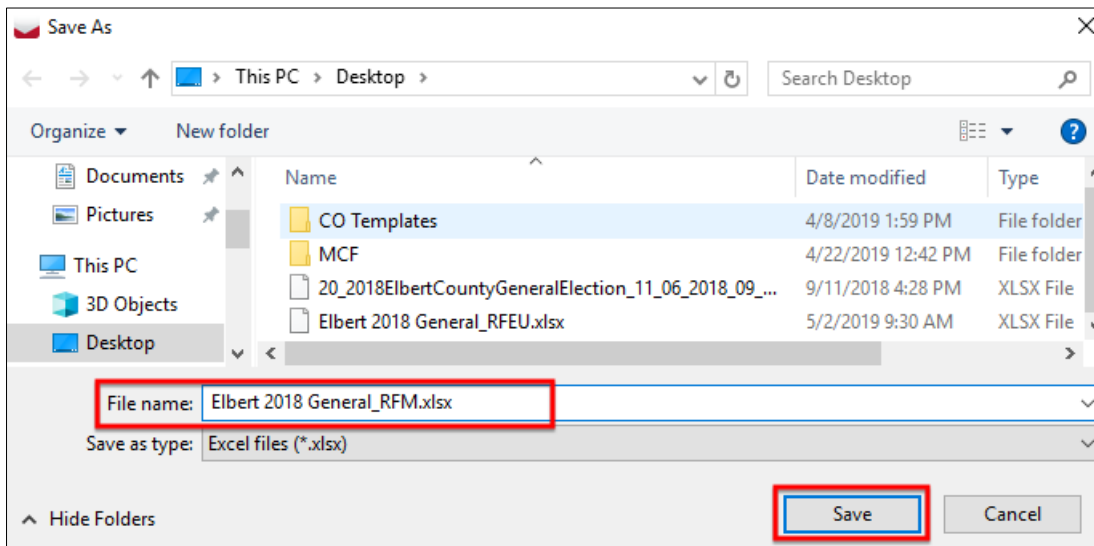


5. Click the **Next** button.

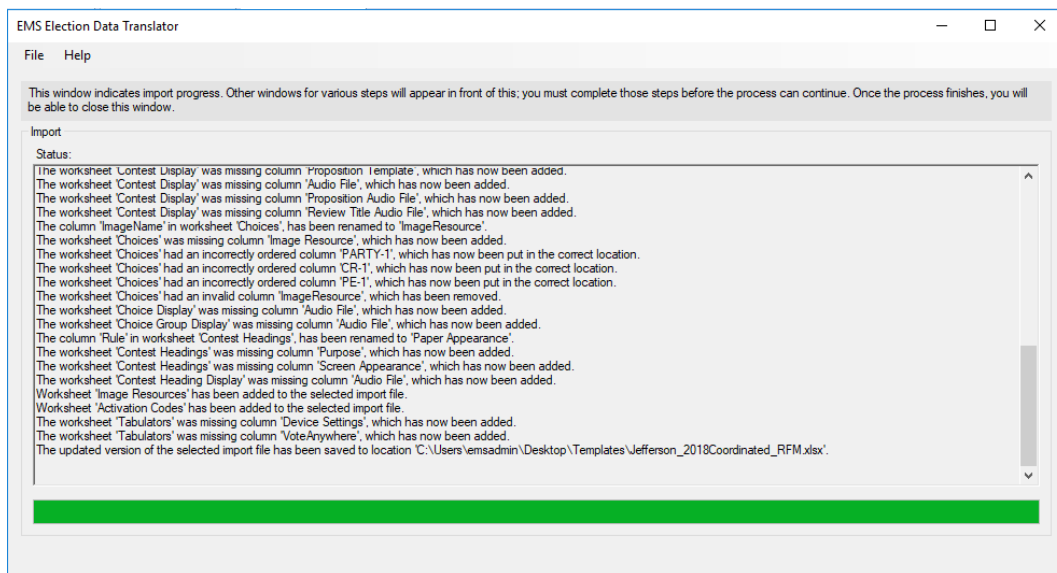


6. Save the file. Use the naming convention:

*CountyName\_ year\_ Election Name\_ RFM*



7. A series of informational messages displays in the **Status** section of the screen. Unless any of these say **Error**, they are safe to ignore.



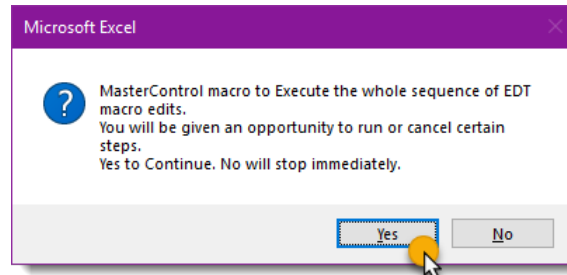
## 2.3 Run Macros to the SCORE Export File

Running macros will make necessary updates to the SCORE export, requiring less manual work in the spreadsheet or after import in EED.

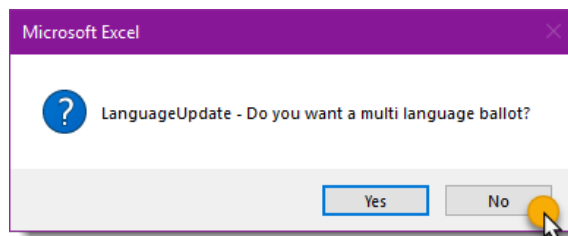
1. Open the macro file in Excel. If you receive the **Security Warning** that “*Macros have been disabled.*”, click the **Enable Content** button.

*NOTE: You need to use a computer with Microsoft Office installed, or install Microsoft Office on the EMS Client.*

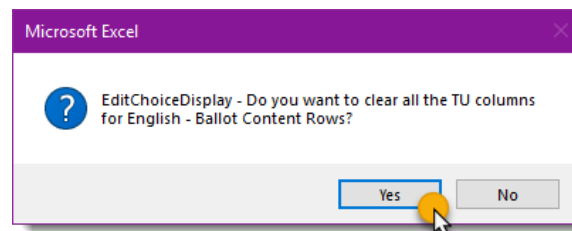
2. Open your SCORE export file in Excel.
3. Execute the macros by pressing CTRL + SHIFT + M on your keyboard.



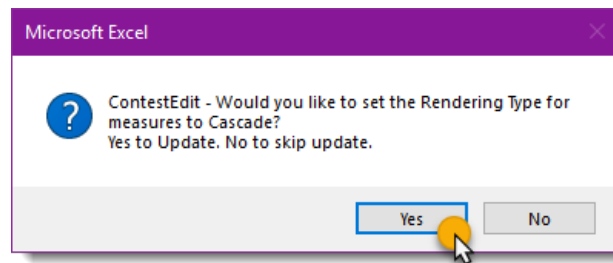
4. The workbook will prompt you to answer whether you want a multi-language ballot or not. Click **No** to create a monolingual, single language ballot, or **Yes** to create a bilingual ballot.



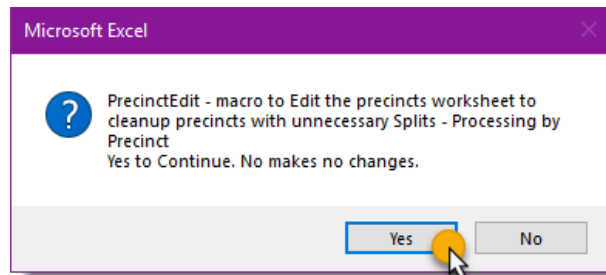
5. The next prompt will ask you to confirm if you wish to clear the TU columns for English -Ballot Content Rows. Click **Yes**.



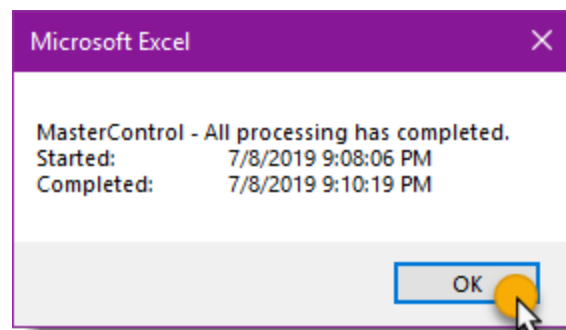
6. The next prompt will ask you to confirm if you would like to change the measure rendering to Cascade. Click **Yes**.



7. The next prompt will ask you to confirm if you want to clean up precincts with unnecessary splits. Click **Yes**.

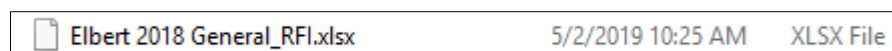


8. A final message will display saying the all processing has completed. Click **OK**.



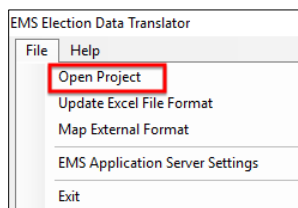
9. Save the file using the naming convention:

*CountyName\_year Election Name\_RFI*

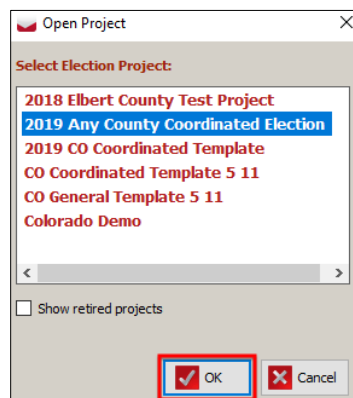


## 2.4 EDT: Import into Election Project

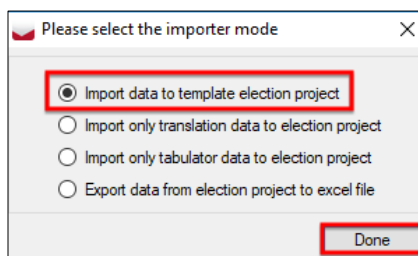
1. Select **File** and then select **Open Project**.



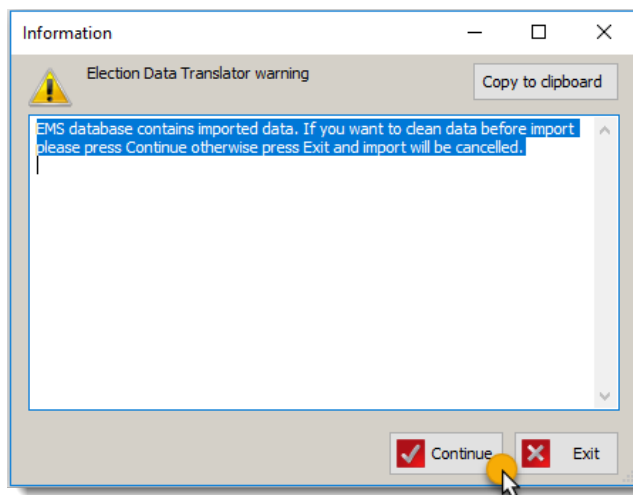
2. Select the project to import into and click **OK**.



3. Select the **Import data to template election project** option and click **Done**.

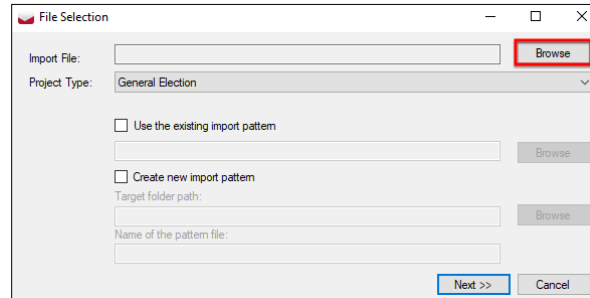


4. An informational message may display, explaining the database contains data. Click **Continue**.

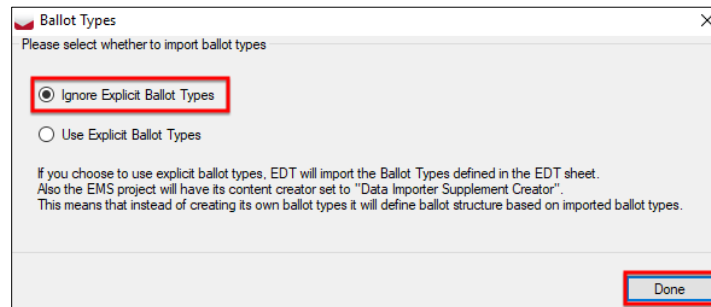




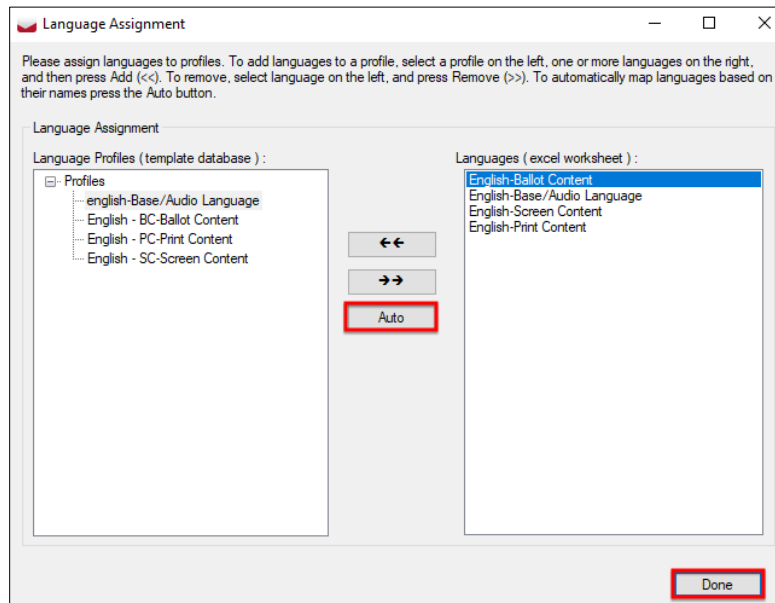
- From the **File Selection** window, click the **Browse** button.
- Click the **Next** button.



- Select the **Ignore Explicit Ballot Types** option and click **Done**.

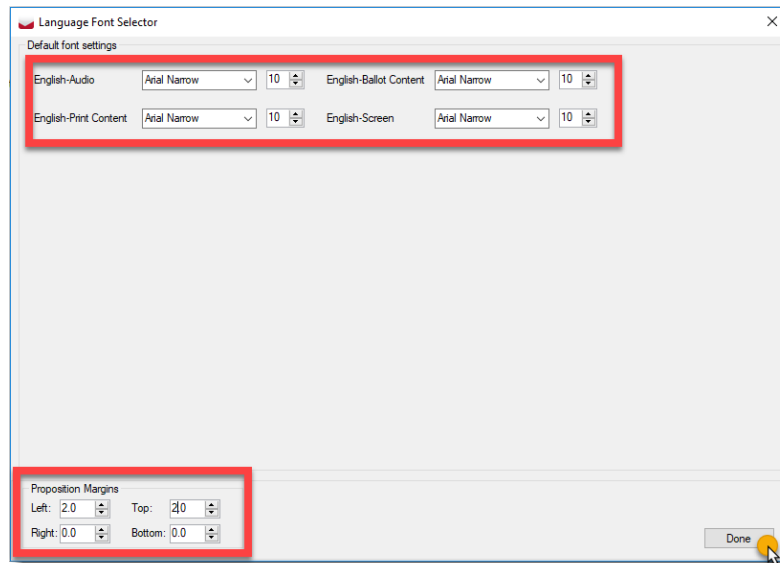


- From the **Language Assignment** window, select the **Auto** button. This associates the language profiles in the SCORE export with the language profiles in the copied template project. Click **Done**.

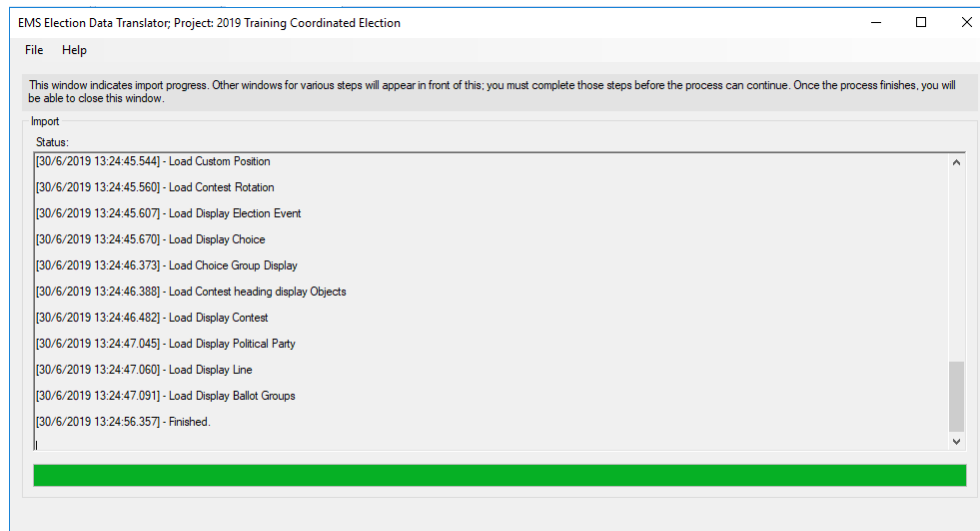




9. In the **Language Font Selector** screen:
  - a. Set the font for default rendering of RTF Text for Audio, Print, Ballot Content, and Screen Purpose to **Arial Narrow**.
  - b. Set the proposition margins for the RTF text to Left = 2.0 Top = 2.0.
10. Click **Done**.



11. A series of informational messages displays, along with the word **Finished**. The SCORE export has now been imported into the election project.
12. Exit out of EDT by going to **File** and clicking **Exit**.

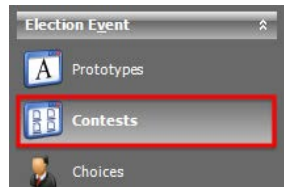


CREATE A BACKUP OF THE PROJECT PACKAGE.

## 2.5 Modify Contests that Require Write-ins

All contests come from SCORE without write-ins defined. Prior to generating ballots, any contests with write-ins must have the option added. For reference, in Colorado, the number of write-ins that appear on the ballot, should equal the Vote For Number, unless there are less qualified write-ins than the Vote For Total. If there are no qualified write-ins for the office, no write-in space should appear on the ballot.

1. Expand the **Election Event** section of the left navigation pane and select **Contests**.



2. Click **Search** to view the list of contests.

A screenshot of the 'Election Event - Contests' search interface. It features several dropdown menus for filtering: 'Contest Name', 'Office' (set to '<<All Offices>>'), 'Office Type' (set to '<All>'), 'Parent District' (set to '<<All>>'), and 'District' (set to '<<All Subdivisions>>'). A 'Records found: First 54' indicator is present. A red box highlights the 'Search' button. At the bottom, there is a toolbar with icons for 'Create New', 'Delete', 'Up', 'Down', 'Set Party', and 'Assign Values'.

3. Double-click on the contest that needs to be modified to open the details of the contest. Click on the **Settings** tab. From the **Number of Write-ins** section, click the checkbox titled **Override for this contest**. Enter the number of write-ins that should display for the contest. Click **Save And Close**.

A screenshot of the 'Representative to the 116th United States Congress-District 4 - Contest' details window. The 'Settings' tab is selected. The 'Vote For' section has a 'Default Vote For' of 1 and a 'Vote For' field set to 0. The 'Number of Write-ins' section is highlighted with a red box; it shows a 'Default Number of Write-in positions' of 0, the 'Override for this contest' checkbox checked, and a 'Number of Write-in positions' field set to 1. At the top, 'Save' and 'Save and Close' buttons are visible, with 'Save and Close' highlighted by a red box.

4. Repeat these steps for all contests that need write-ins.

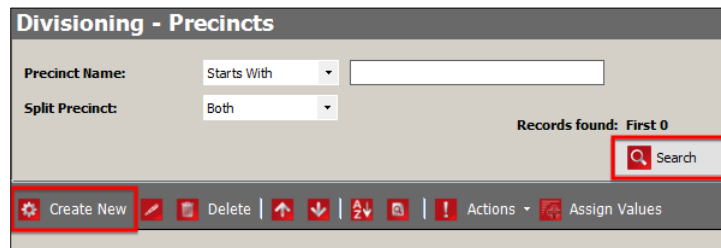
## 2.6 Create Property-Owner Precincts

Property owner precincts may need to be created to facilitate the creation of ballots for property owners. Follow the steps below to create property owner precincts/splits.

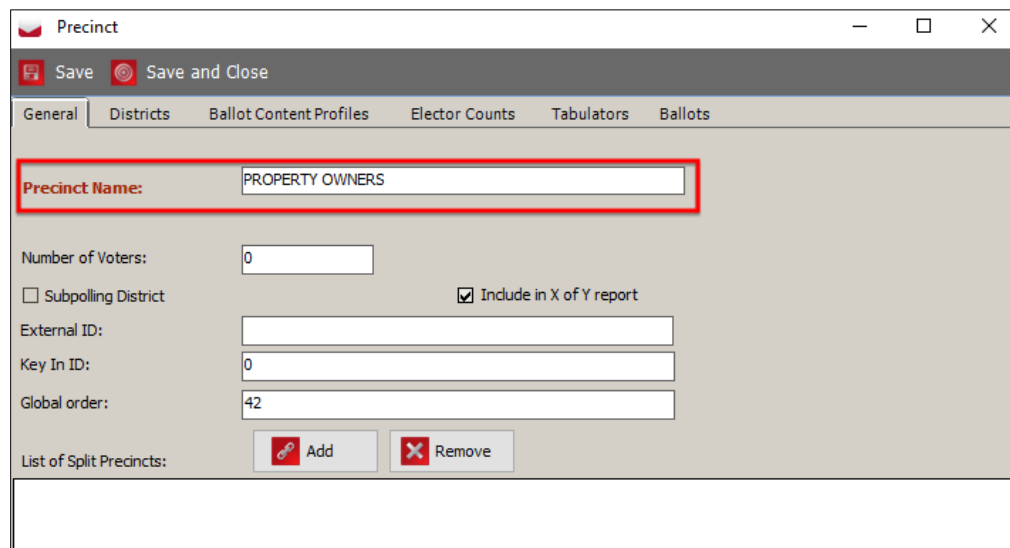
1. Expand the **Divisioning** section of the left navigation pane and select **Precincts**.



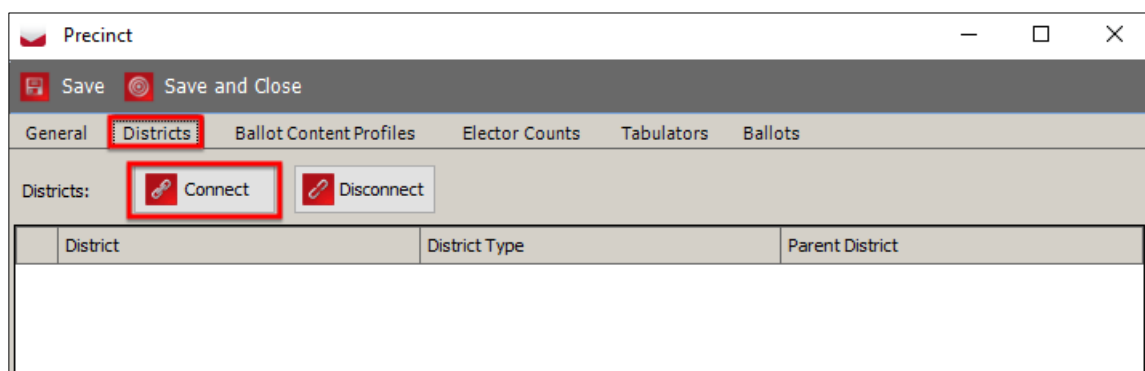
2. Click **Search** to view the list of precincts or click **Create New** to create a new precinct.



3. Enter a name for the **Precinct Name** (e.g. PROPERTY OWNERS).



4. Click on the **Districts** tab and then click the **Connect** button.



5. From the **District Associations** window, click the **Search** button.

The screenshot shows the 'District Associations' window. At the top, there are buttons for 'Assign' and 'Assign and Close'. Below these are search filters: 'District Name' (text input), 'District Type' (dropdown menu showing '<<Any Division>>'), 'Parent District' (dropdown menu showing '<<Any>>'), and 'Is Reporting' (dropdown menu showing 'All'). To the right of these filters, it says 'Records found: 0'. A red box highlights the 'Search' button, which has a magnifying glass icon. At the bottom left, there are buttons for 'Create New' and a red pencil icon.

6. Select any districts that need to be assigned (use **CTRL + click** to select multiple districts). Click **Assign and Close**.

The screenshot shows the 'District Associations' window after a search. The 'Assign and Close' button is highlighted with a red box. Below the search filters, it says 'Records found: 16'. A table lists the districts found:

District Name	District Type	Abbreviation
Judicial 18	Judicial	
Elbert	Countywide	
Kiowa	Municipality	
Douglas County School District RE 1	School	
Elizabeth School District	School	
Elbert Fire Protection	Fire Protection	
Elizabeth Fire Protection	Fire Protection	
Kiowa Fire Protection	Fire Protection	
Rattlesnake Fire Protection	Fire Protection	

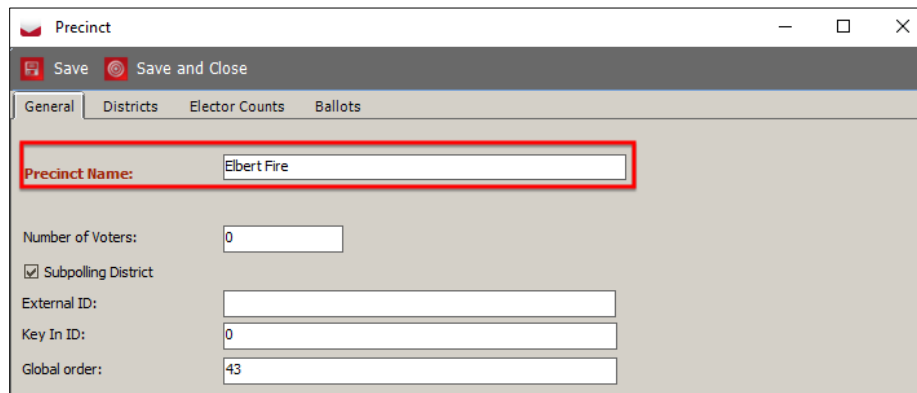
The last four rows of the table are highlighted with a red box. At the bottom left, there are buttons for 'Create New' and a red pencil icon.

7. To add specific splits (when multiple property owner ballots need to be created), click the **Add** button from the **General** tab on the **Precinct** window.

The screenshot shows the 'PROPERTY OWNERS - Precinct' window. At the top, there are buttons for 'Save' and 'Save and Close'. Below these are tabs: 'General', 'Districts', 'Ballot Content Profiles', 'Elector Counts', 'Tabulators', and 'Ballots'. The 'General' tab is selected. Below the tabs are input fields: 'Precinct Name' (text input with 'PROPERTY OWNERS'), 'Number of Voters' (text input with '0'), 'Subpolling District' (checkbox), 'Include in X of Y report' (checkbox, checked), 'External ID' (text input), 'Key In ID' (text input with '0'), and 'Global order' (text input with '42'). At the bottom, there is a 'List of Split Precincts' section with an 'Add' button (highlighted with a red box) and a 'Remove' button.



8. Enter a name for the split (e.g. Elbert Fire).



Precinct

Save Save and Close

General Districts Elector Counts Ballots

Precinct Name: Elbert Fire

Number of Voters: 0

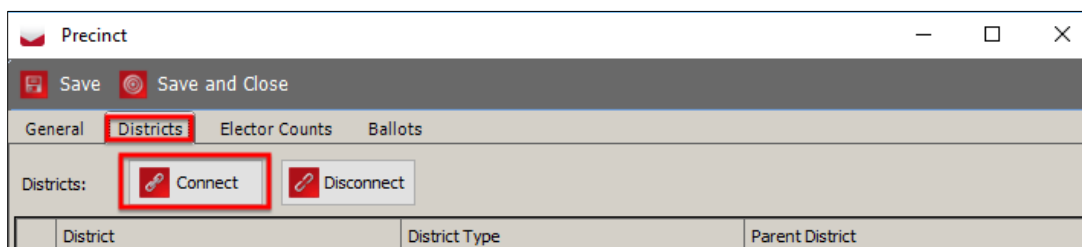
☒ Subpolling District

External ID:

Key In ID: 0

Global order: 43

9. Click the **Districts** tab and then click the **Connect** button.



Precinct

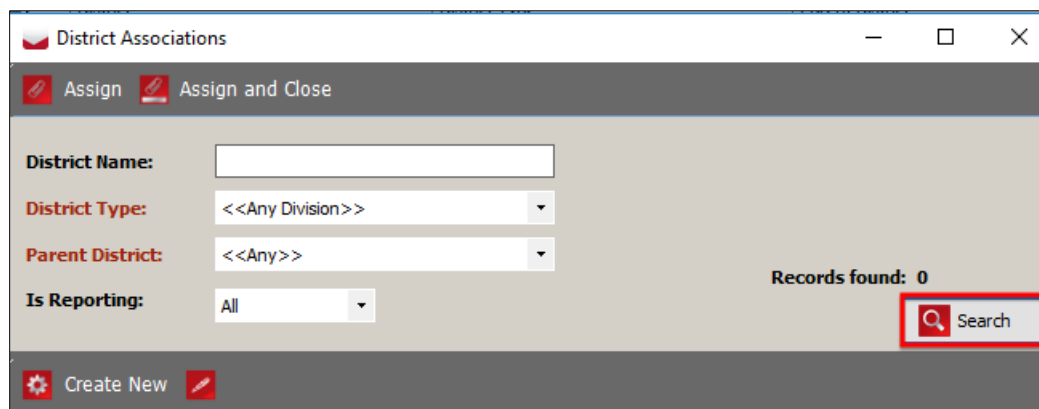
Save Save and Close

General Districts Elector Counts Ballots

Districts: Connect Disconnect

District	District Type	Parent District
----------	---------------	-----------------

10. Click the **Search** button to view the list of available districts.



District Associations

Assign Assign and Close

District Name:

District Type: <<Any Division>>

Parent District: <<Any>>

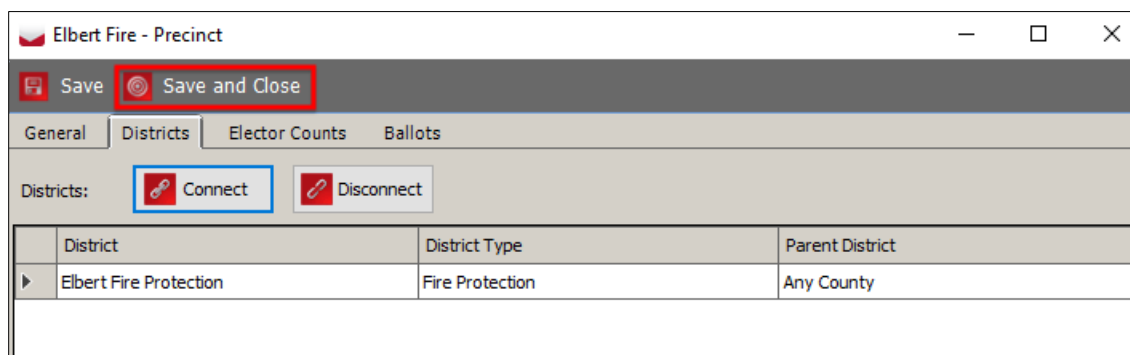
Is Reporting: All

Records found: 0

Search

Create New

11. Click the district to be added and click **Assign and Close**. From the previous screen (the **Split Precinct** screen), click **Save and Close**. Create as many splits as necessary for all property owner ballots



Elbert Fire - Precinct

Save Save and Close

General Districts Elector Counts Ballots

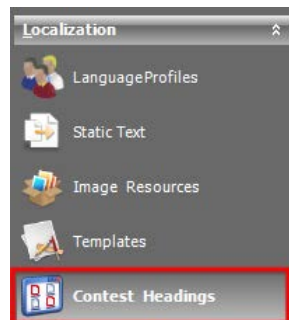
Districts: Connect Disconnect

District	District Type	Parent District
Elbert Fire Protection	Fire Protection	Any County

## 2.7 Create Contest Headings

Contest Headings are the top level heading that appears before a group of races on the ballot. For example, the heading **State Offices** would be created and set to appear before the grouping of state offices on the ballot.

1. Expand the **Localization** section of the left navigation pane and select **Contest Headings**.



2. Click on **Search** to display available contest headings. If a new contest heading is needed, click on **Create New**.

**Localization - Contest Headings**

Name:

Rule:

Purpose:

Records found: First 10

Name	Purpose	Paper appearance	Screen appearance	Gl...
Federal Offices	Both	First Appearance And Each New ...	Each Appearance	101
State Offices	Both	First Appearance And Each New ...	First Appearance	102
County Offices	Both	First Appearance And Each New ...	First Appearance	103
Judicial Reten...	Both	First Appearance	First Appearance	104
Supreme Court	Both	First Appearance And Each New ...	First Appearance	105
▶ Court of Appeals	Both	First Appearance And Each New ...	First Appearance	106
District Court	Both	First Appearance And Each New ...	First Appearance	107
County Court	Both	First Appearance And Each New ...	First Appearance	108
Preamble	Both	First Appearance	First Appearance	109
State Measures	Both	First Appearance And Each New ...	First Appearance	110

3. Enter a name for the contest heading. Select a value for the **Paper appearance** and **Screen appearance**.

School Board Offices - Contest Heading

General Contests

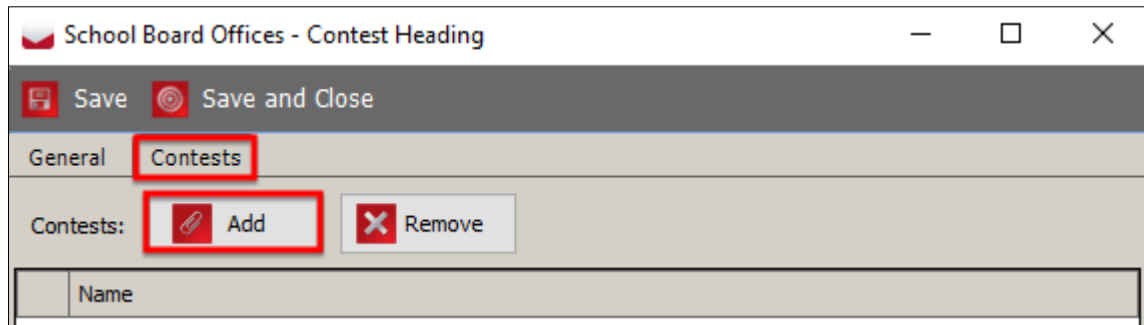
Heading purpose:

Name:

Paper appearance:

Screen appearance:

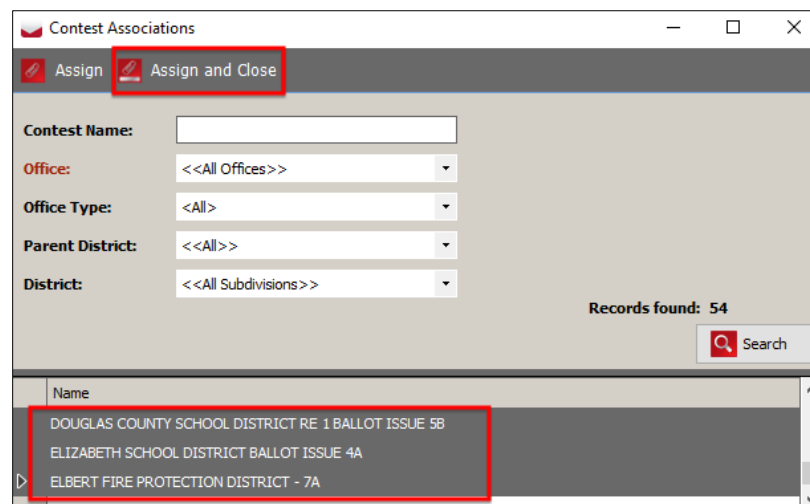
4. Click on the **Contests** tab and click the **Add** button.



5. Select the contests to add and click the **Assign and Close** button. Repeat this for all the contest headings that need to be created.

For example:

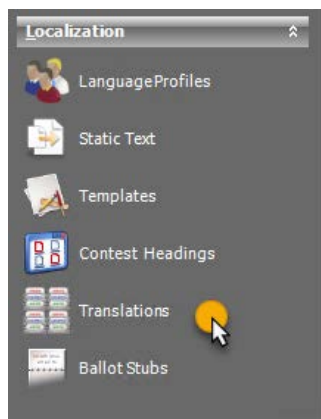
- Federal Offices
- State Offices
- County Offices
- School Board Offices
- Municipal Offices
- Preamble Ballot Text
- State Measures
- County Measures
- Special District Measures





## 2.8 Enter Content for Contest Headings

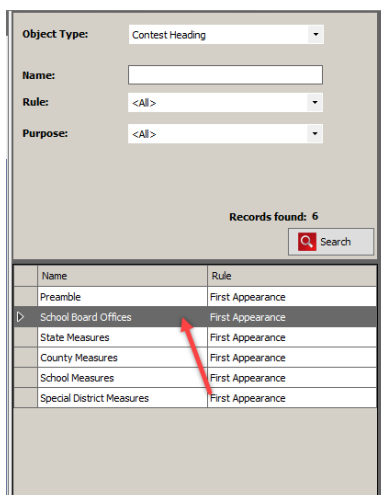
1. Expand the **Localization** section on the left navigation pane and select **Translations**.



2. From the **Object Type** drop down, select **Contest Heading** and click **Search** to view the list of contest headings.



3. Select the contest heading to add text to.



4. From the right of the screen, click the **Add** button to add a Textual Unit to the selected item.
5. In the textual unit, enter the text to be displayed on the ballot.

For example:

- School Board Offices
- Municipal Offices
- School District Questions

6. Click **Save & Preview** from the upper right section of the screen to save the data you entered.

Contest Heading: Federal Offices Save & Preview

**Ballot Content** **Screen Content** **Print Content** **Base/Audio**

Language: English

Type of Content: Object Name Template Custom Text

**Template**

Create New Delete

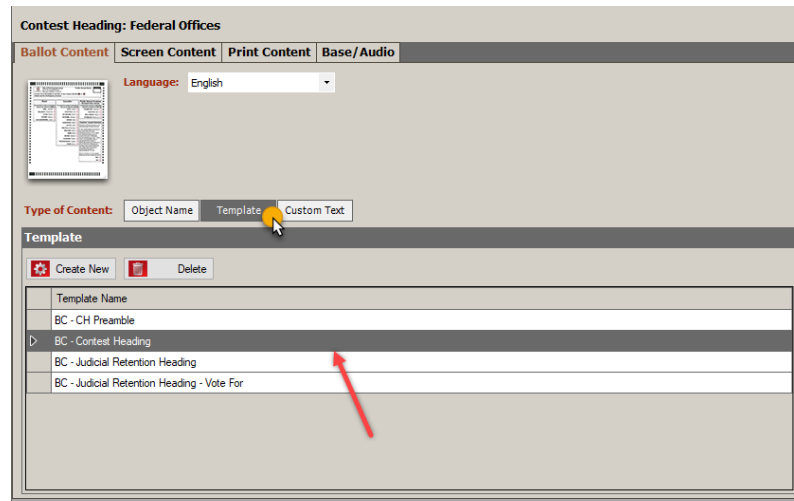
Template Name
BC - CH Preamble
> BC - Contest Heading
BC - Judicial Retention Heading
BC - Judicial Retention Heading - Vote For

**Units**

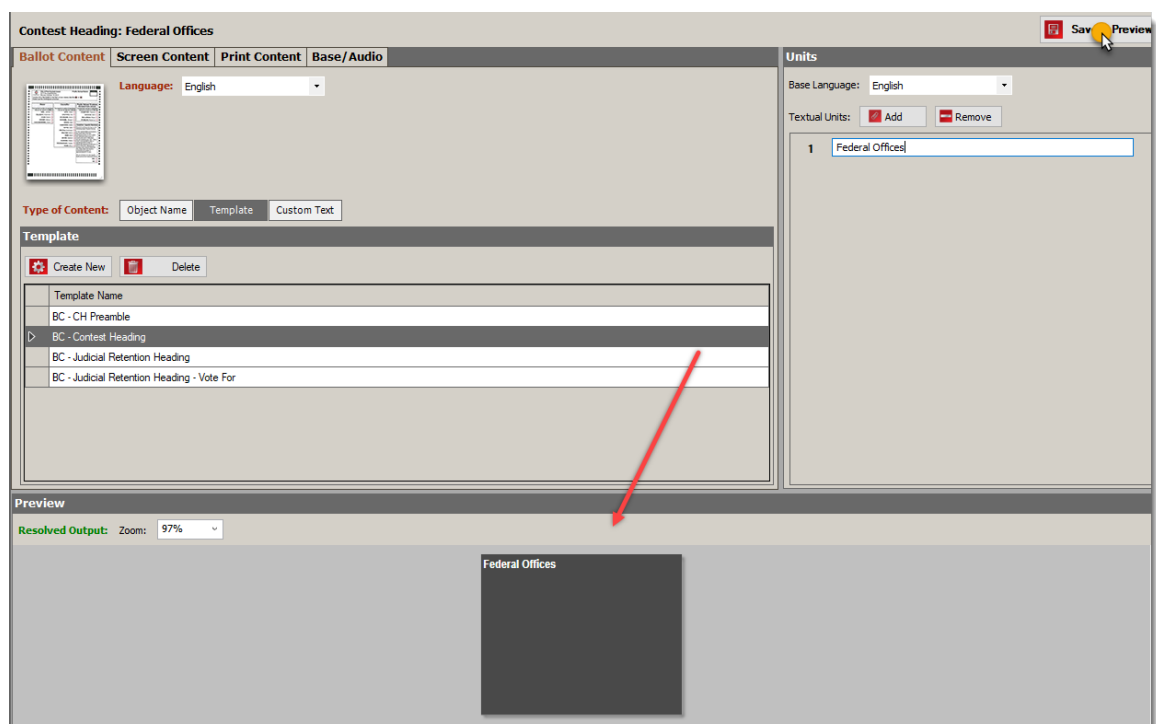
Base Language: English

Textual Units: Add Remove

- From the **Type of Content** section, select the **Template** button, then select the template you wish to assign from the list of available templates.



- Click **Save & Preview** from the upper right corner of the screen. A preview of how the text is rendered on the ballot displays in the lower center of the screen.



- Repeat the steps for assigning the template for Screen content and Audio Content.

CREATE A BACKUP OF THE PROJECT PACKAGE.

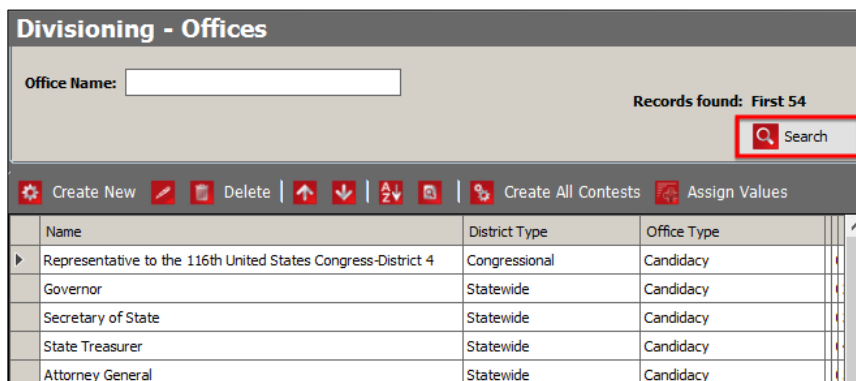
## 2.9 Creating an Instructional Contest

This example goes over how to add an instructional contest that only shows up on the paper ballots. This step can only be done in the **Election Project Definition** status.

1. Expand the **Divisioning** section on the left navigation pane and select **Offices**.



2. Click **Search** to view the list of offices.

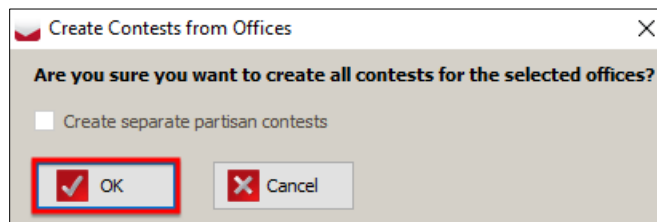


3. Click on **Create New** to create the new instructional contest.
4. Enter all required fields for the new office:
  - Office Name – Instructional Contest
  - Office Type – Instructional
  - District Type – Set to where the instruction needs to fall on the ballot
5. Click on **Save and Close**.

A screenshot of the 'Instructional Contest - Office' form. The 'Save and Close' button is highlighted with a red box. The form has tabs for 'General', 'Settings', 'Ranked Choice Voting', and 'Rotation'. The 'General' tab is active, showing fields for Office Name, Office Type, District Type, Term Length, Number of Write-in positions, Paper Index, Major Office, Straight party override by rank, Global order, External ID, and Description. The 'Vote For' and 'Ballot Markers per Position' fields are also visible.

Field	Value
Office Name	Instructional Contest
Office Type	Instructional
District Type	County
Term Length	0
Number of Write-in positions	0
Paper Index	1
Major Office	<input type="checkbox"/>
Straight party override by rank	<input checked="" type="checkbox"/>
Global order	55
External ID	
Description	
Vote For	0
Ballot Markers per Position	1
Acclamation Type	None
Cannot be Duplicated	<input type="checkbox"/>

- Highlight the new instructional contest in the list and click on the **Create All Contests** button.



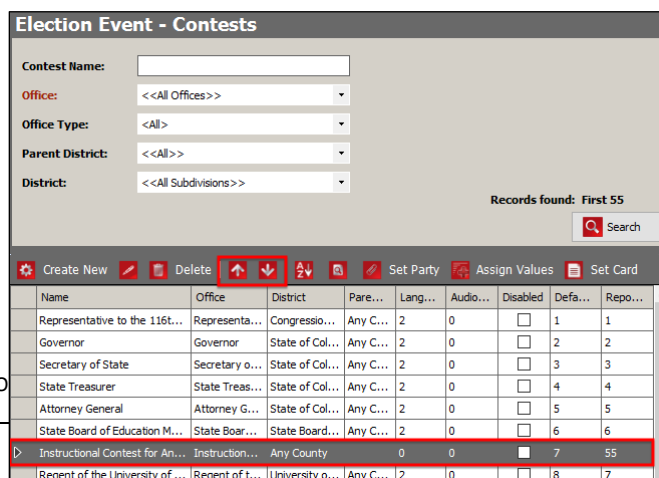
- In the **Create Contests from Offices** pop-up screen, click on **OK** to create the new instructional contest. An information window appears stating that contests have been created successfully.
- Expand the **Election Event** section on the left navigation pane and select **Contests**.



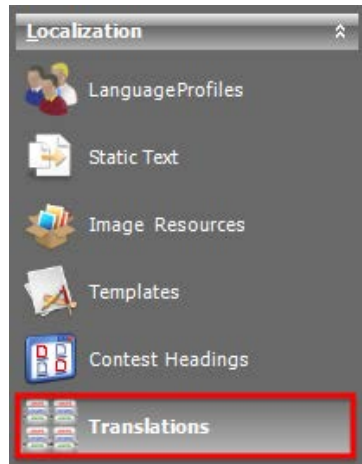
- Click **Search** to view the list of contests.



- Highlight the new instructional contest you created in the list. Using the up and down arrows, move the instructional contest to where it should appear on the ballot.



11. Expand the **Localization** section on the left navigation pane and select **Translations**.



12. Set the **Object Type** drop-down list to **Contest** and click **Search**.

A screenshot of a search form. At the top, there is a label "Object Type:" followed by a drop-down menu that currently displays "Contest". This entire row is enclosed in a red rectangular border. Below this, there are several other form fields: "Contest Name:" followed by a text input box; "Office:" followed by a drop-down menu showing "<<All Offices>>"; "Office Type:" followed by a drop-down menu showing "<All>"; "Parent District:" followed by a drop-down menu showing "<<All>>"; and "District:" followed by a drop-down menu showing "<<All Subdivisions>>". At the bottom right of the form, there is a label "Records found:" and a "Search" button. The "Search" button is a rectangular button with a magnifying glass icon and the word "Search", and it is also enclosed in a red rectangular border.

13. Select the **Instructional Contest** to be styled.

Name	Type
Representative to the 116th Unite...	Candidacy
Governor	Candidacy
Secretary of State	Candidacy
State Treasurer	Candidacy
Attorney General	Candidacy
State Board of Education Member ...	Candidacy
Regent of the University of Colora...	Candidacy
State Senator - District 2	Candidacy
State Representative - District 13	Candidacy
Clear Creek County Commissioner...	Candidacy
Clear Creek County Clerk and Rec...	Candidacy
Clear Creek County Treasurer	Candidacy
Clear Creek County Assessor	Candidacy
Clear Creek County Sheriff	Candidacy
Clear Creek County Surveyor	Candidacy
Clear Creek County Coroner	Candidacy
Instructional Contest for Clear Cr...	Instructional
Amendment W - Judge Retention ...	Measure

14. In the middle section of the screen, click on the **Ballot Content** tab.

**Contest: Instructional Contest for Any County**

**Ballot Content** | Screen Content | Print Content | Base/Audio

Language: English - BC

Title

15. Change the **Type of Content** button to **Template**.

16. Click **Create New** to create a new template.

**Contest Heading: Federal Offices**

**Ballot Content** | Screen Content | Print Content | Base/Audio

Language: English

**Type of Content:** Object Name | **Template** | Custom Text

**Template**

Create New | Delete

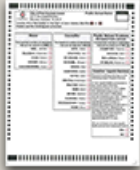
Template Name

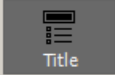
17. Create and format the desired text for the instructional contest.
18. Click **Save & Preview**.

**Contest: Instructional Contest for Any County**

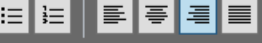
 **Save & Preview**

**Ballot Content** | **Screen Content** | **Print Content** | **Base/Audio**




**Language:** English - BC  
  
Title

**Type of Content:** Object Name | Template | Custom Text

**Custom Text**  
File Edit Format Table View  
Arial Narrow 10 **B** *I* U abc  
  

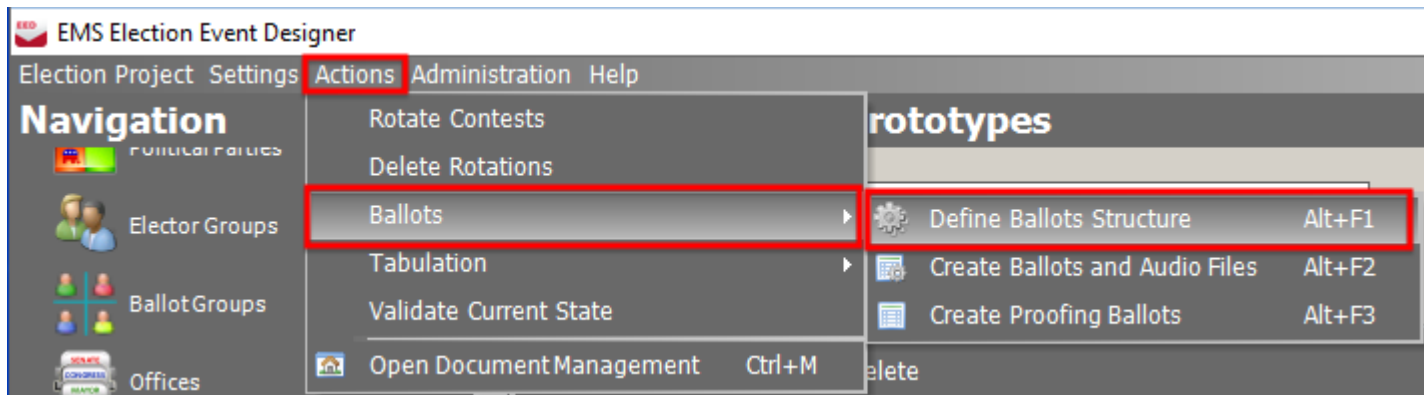
Continue voting next side 

**Units**  
Base Language: english  
Textual Units:  Add  Remove

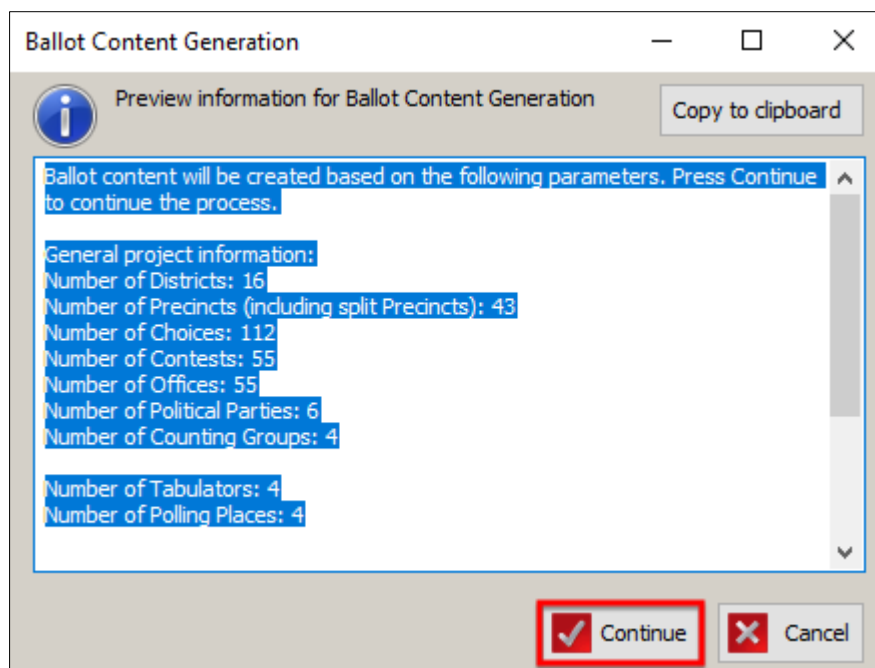


## 2.10 Define Ballots Structure/Advance to Election Project Styling

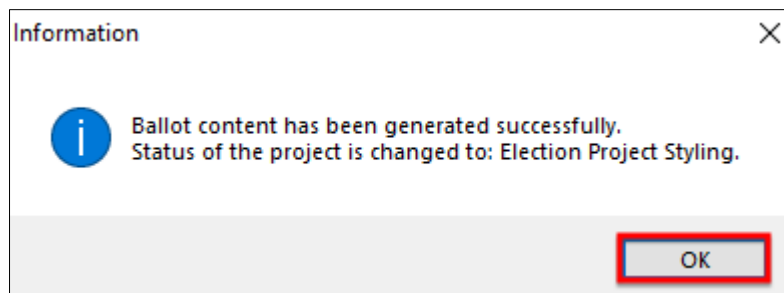
1. Select **Actions**, select **Ballots**, and then select **Define Ballots Structure**.



2. A confirmation message display. Click **Continue**.



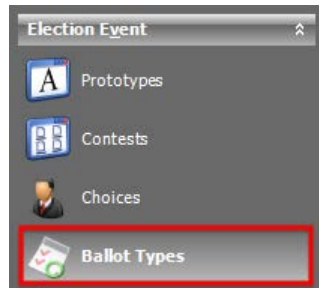
3. Once completed, a success message displays. Click **OK**.



## 2.11 Rename Ballot Types

Ballot types should be renamed to match the SCORE district style. The **Assign Values Export/Import** function can be used as an alternate way to rename ballot types.

1. Expand the **Election Event** section on the left navigation pane and select **Ballot Types**.



2. Click **Search** to view the list of ballot types.

**Election Event - Ballot Types**

Precinct Name:

Contest:

Generation Cycle:

Ballot Group:

Records found: First 11

Name	Abbrevia...	External Id	Ballot Group	Cycle	Cards Up...
Ballot 1 - Type 1			Default	1	<input checked="" type="checkbox"/>
Ballot 2 - Type 2			Default	1	<input checked="" type="checkbox"/>
Ballot 3 - Type 3			Default	1	<input checked="" type="checkbox"/>
Ballot 4 - Type 4			Default	1	<input checked="" type="checkbox"/>
Ballot 5 - Type 5			Default	1	<input checked="" type="checkbox"/>
Ballot 6 - Type 6			Default	1	<input checked="" type="checkbox"/>
Ballot 7 - Type 7			Default	1	<input checked="" type="checkbox"/>
Ballot 8 - Type 8			Default	1	<input checked="" type="checkbox"/>
Ballot 9 - Type 9			Default	1	<input checked="" type="checkbox"/>
Ballot 10 - Type 10			Default	1	<input checked="" type="checkbox"/>
Ballot 11 - Type 11			Default	1	<input checked="" type="checkbox"/>

3. Select a ballot type from the list by double-clicking on it.

**Ballot 1 - Type 1 - Ballot Type**

General | Ballot Contests | Precincts | Ballot Card Models

Name:

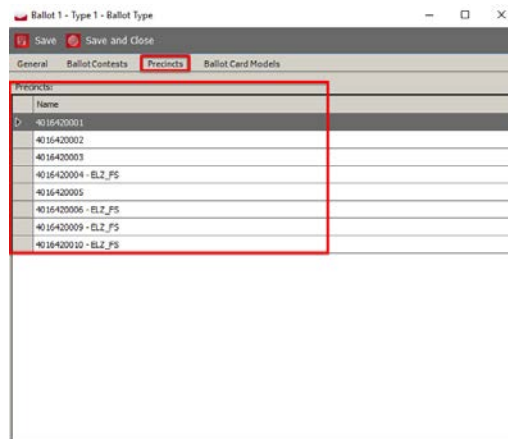
External Id:

Abbreviation:

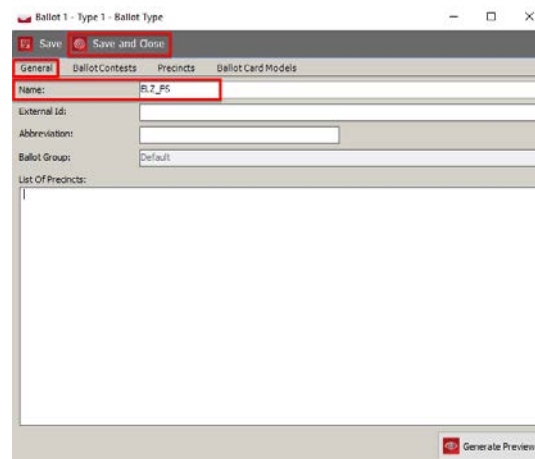
Ballot Group:

List Of Precincts:

4. To view the list of precincts associated (the precincts contain the name of the SCORE district style), click on the **Precincts** tab.



5. Once the name of the ballot type (the SCORE District Style) is determined, click on the **General** tab. Enter the name of the district style in the **Name** field and click on **Save and Close**.



6. Repeat the process for all ballot types.

When finished renaming all ballot types, ballot cards will need to be deleted, then re-created.

To delete the ballot cards:

7. Select **Ballot Cards** from the left navigation pane.
8. Click **Search** to view the list of ballot cards in the election.

Election Event - Ballots

Precinct Name:

Language Profile: <<All Language Profiles>>

Contest: <<All Contests>>

Generation Cycle: <<All>>

Ballot Group: <<All>>

Synchronized: <<All>>

Rendered: <<All>>

Context: <<All>>

Records found: First 17

Search

Delete Assign Values Rename Create Proofing Ballots Draw Folding Lines Generate Ballots

File Name	Description	Page Length	Key in Id	Front Header	Back Header	Front Footer	Back Footer	Language	Cycle	Ballot Group	Synchr...	Rendered
Ballot 1 - Typ...	Ballot 1 - Type 1 - 001	0	1					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 2 - Typ...	Ballot 2 - Type 2 - 10	0	2					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 3 - Typ...	Ballot 3 - Type 3 - 11	0	3					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 4 - Typ...	Ballot 4 - Type 4 - 12	0	4					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 5 - Typ...	Ballot 5 - Type 5 - 13	0	5					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 6 - Typ...	Ballot 6 - Type 6 - 14	0	6					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 7 - Typ...	Ballot 7 - Type 7 - 15	0	7					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 8 - Typ...	Ballot 8 - Type 8 - 16	0	8					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 9 - Typ...	Ballot 9 - Type 9 - 17	0	9					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 10 - Typ...	Ballot 10 - Type 10 - 2	0	10					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 11 - Typ...	Ballot 11 - Type 11 - 3	0	11					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 12 - Typ...	Ballot 12 - Type 12 - 4	0	12					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 13 - Typ...	Ballot 13 - Type 13 - 5	0	13					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 14 - Typ...	Ballot 14 - Type 14 - 6	0	14					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 15 - Typ...	Ballot 15 - Type 15 - 7	0	15					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 16 - Typ...	Ballot 16 - Type 16 - 8	0	16					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 17 - Typ...	Ballot 17 - Type 17 - 9	0	17					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9. Select all cards and click the **Delete** button.

Election Event - Ballots

Precinct Name:

Language Profile: <<All Language Profiles>>

Contest: <<All Contests>>

Generation Cycle: <<All>>

Ballot Group: <<All>>

Synchronized: <<All>>

Rendered: <<All>>

Context: <<All>>

Records found: First 17

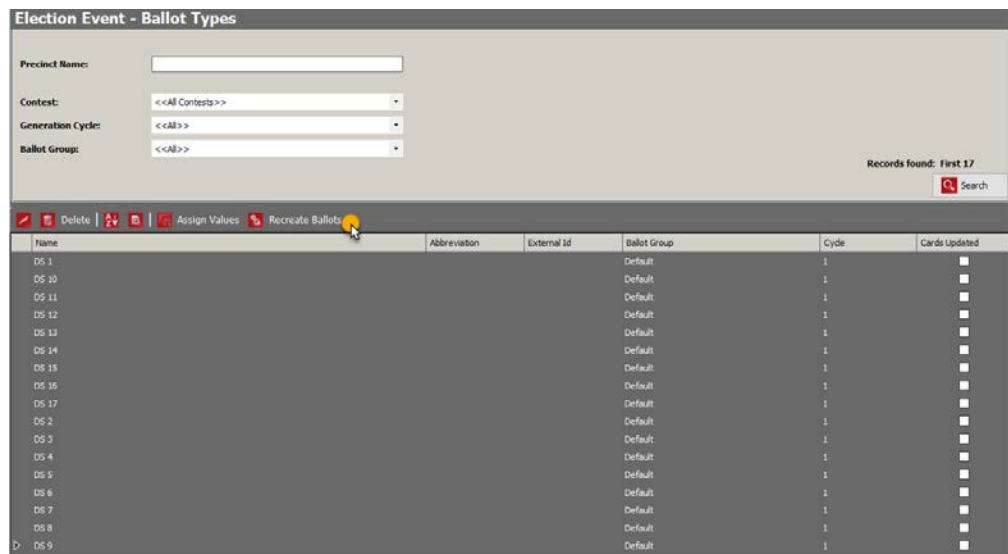
Search

Delete Assign Values Rename Create Proofing Ballots Draw Folding Lines Generate Ballots

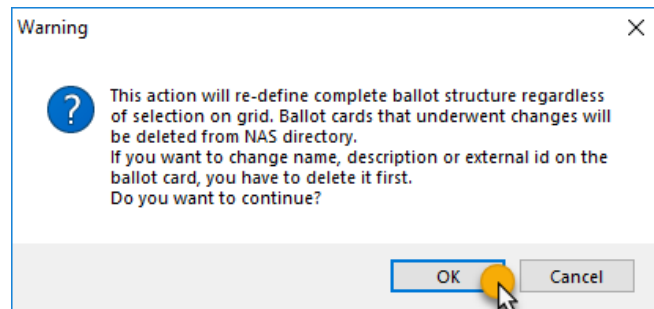
File Name	Description	Page Length	Key in Id	Front Header	Back Header	Front Footer	Back Footer	Language	Cycle	Ballot Group	Synchr...	Rendered
Ballot 1 - Typ...	Ballot 1 - Type 1 - 001	0	1					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 2 - Typ...	Ballot 2 - Type 2 - 10	0	2					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 3 - Typ...	Ballot 3 - Type 3 - 11	0	3					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 4 - Typ...	Ballot 4 - Type 4 - 12	0	4					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 5 - Typ...	Ballot 5 - Type 5 - 13	0	5					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 6 - Typ...	Ballot 6 - Type 6 - 14	0	6					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 7 - Typ...	Ballot 7 - Type 7 - 15	0	7					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 8 - Typ...	Ballot 8 - Type 8 - 16	0	8					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 9 - Typ...	Ballot 9 - Type 9 - 17	0	9					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 10 - Typ...	Ballot 10 - Type 10 - 2	0	10					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 11 - Typ...	Ballot 11 - Type 11 - 3	0	11					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 12 - Typ...	Ballot 12 - Type 12 - 4	0	12					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 13 - Typ...	Ballot 13 - Type 13 - 5	0	13					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 14 - Typ...	Ballot 14 - Type 14 - 6	0	14					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 15 - Typ...	Ballot 15 - Type 15 - 7	0	15					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 16 - Typ...	Ballot 16 - Type 16 - 8	0	16					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ballot 17 - Typ...	Ballot 17 - Type 17 - 9	0	17					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>

To re-create the ballot cards.

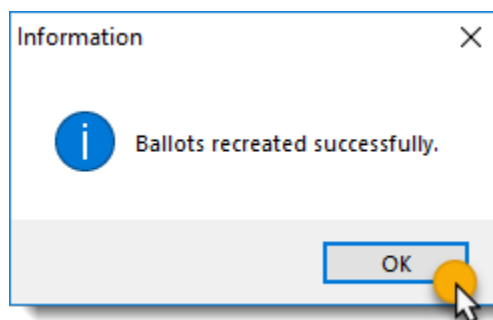
10. Click on **Ballot Types** from the left navigation pane.
11. Click on the small square in the upper left-hand corner to select all records and click **Recreate Ballots**.



12. A warning message will display. Click **OK**.



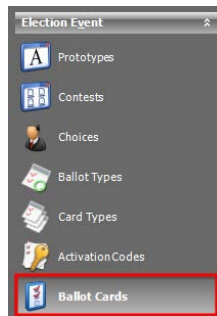
13. An informational message will display. Click **OK**.



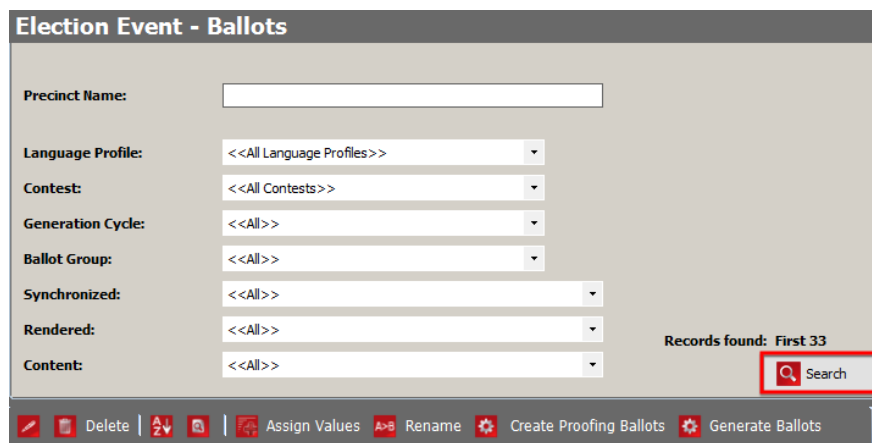
## 2.12 Rename Ballot PDF Names

Ballot PDF names should be renamed to match the SCORE Ballot Style. Individual records can be modified by double-clicking on the record. This method can be used as an alternative to the **Export/Import** function.

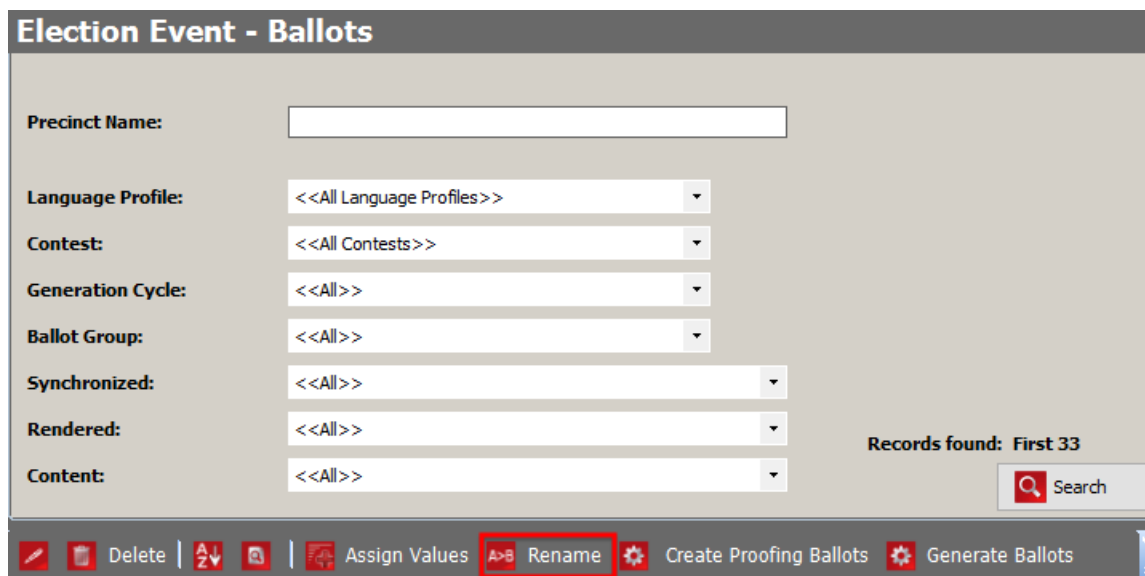
1. Expand the **Election Event** section on the left navigation pane and select **Ballot Cards**.



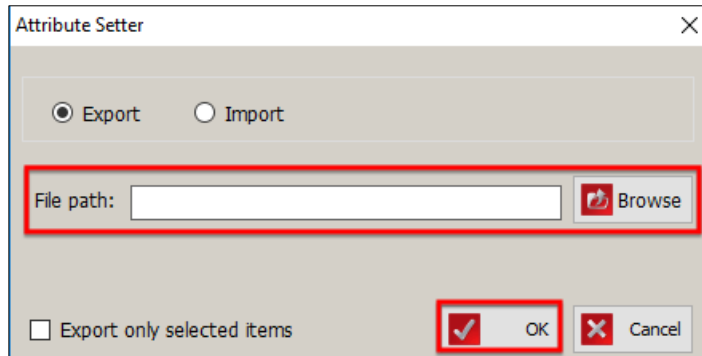
2. Click **Search** to view the list of ballot cards.



3. Click the **Rename** button.



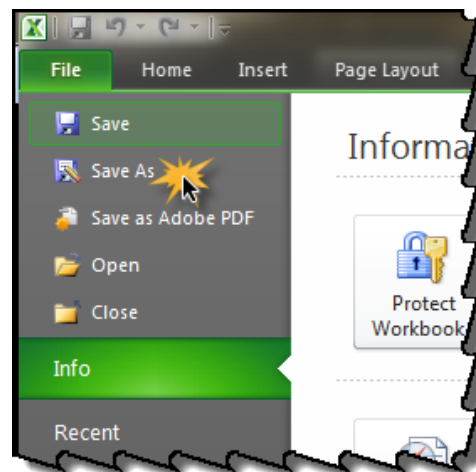
4. Leave **Export** selected. Click on the **Browse** button and go to the desktop and click **OK**. A message displays saying **Export file successfully created**. Click **OK** again.



5. Open the text file in excel. Modify the exported tab delimited file.
6. Enter the filename for the ballot PDF should be input into the **New Pdf Name** column.

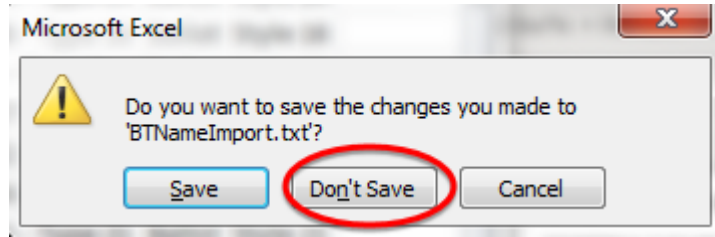
	A	B	C	D	E
1	Description	Pdf Name	New Pdf Name	Internal Machine ID	
2	1DEM		1DEM		1
3	2REP		2REP		2
4	3LIB		3LIB		3
5	4DEM		4DEM		4
6	5REP		5REP		5
7	6DEM		6DEM		6
8	7REP		7REP		7
9	8DEM		8DEM		8
10	9REP		9REP		9
11	10DEM		10DEM		10
12	11REP		11REP		11
13	12DEM		12DEM		12
14	13REP		13REP		13
15	14DEM		14DEM		14
16	15REP		15REP		15
17	16DEM		16DEM		16
18	17REP		17REP		17
19	18DEM		18DEM		18
20	19REP		19REP		19
21	20DEM		20DEM		20
22	21REP		21REP		21
23					

7. Select **File** in the upper left and click **Save As**.

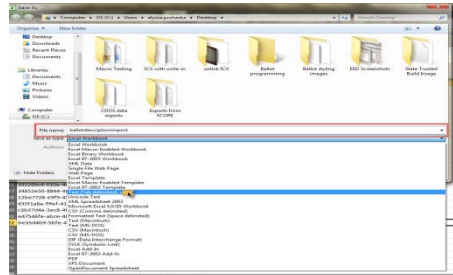


8. Enter a filename and select **Text (Tab Delimited)** from the **Save as type** drop-down menu.
10. A message about the file type not supporting workbooks with multiple sheets displays. Click **Ok** (this saves only the active sheet).
11. A message about incompatible features displays. Click **Yes** to save the file. A message about the file being saved displays.

12. Close the Excel file using the **X** in the top right corner of the window. A message asking about saving the changes displays. Click **Don't Save** to close the workbook.



13. Transfer the file to a USB drive to import on the EMS workstation and import the file to rename the ballot pdfs.



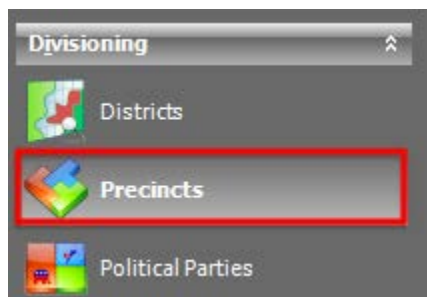
14. Select **Ballot Cards** from the left navigation pane.
15. Click the **Rename** button from the center of the screen.
16. Change the type to **Import**.
17. Browse for the file (created in the step above).
18. Click **OK**.
19. Click **Search** to refresh the list.
20. Create a backup.



## 2.13 Rename Precinct Splits (Precinct Portions)

By default, the SCORE export uses an internal ID to name precinct splits. These splits can be renamed to make them easier to identify.

1. Expand the **Divisioning** section on the left navigation pane and select **Precincts**.



2. Click **Search** to view the list of precincts.

*NOTE: The precincts are listed. Precincts with a split are indicated by a check mark in the Split Precinct column.*

3. Double-click a precinct to open it.
4. In the precinct window, the splits are listed at the bottom.
5. Double-click one of the splits to open it.

Divisioning - Precincts						
Precinct Name:		Starts With				
Split Precinct:		Both				
						Records found: First 16
						Search
Create New   Delete         Actions  Assign Values						
Name	Number of Voters	Split Precinct	Number of Portions	Number Of Lang Profiles	Order	
4016420001	976	<input type="checkbox"/>	0	1	1	
4016420002	1754	<input type="checkbox"/>	0	1	2	
4016420003	1450	<input type="checkbox"/>	0	1	3	
4016420004	1577	<input checked="" type="checkbox"/>	5	1	4	

6. For the **Precinct Name**, add the name of the parent precinct and another identifier for that split. Copy this name to the **External ID** field (the external ID will be exported in the Election Night Reporting (ENR) file). Click **Save and Close**.

4016420004 - ELB\_FD - Precinct

Save Save and Close

General Districts Elector Counts Ballots

Precinct Name: 4016420004 - ELB\_FD

Number of Voters: 43

☒ Subpolling District

External ID: 4016420004 - ELB\_FD

Key In ID: 0

Global order: 5

7. Repeat these steps for each split precinct. Click **Save and Close** to close the parent precinct window. Repeat for each parent precinct that has splits

The screenshot shows a window titled "4016420004 - Precinct". At the top, there are two buttons: "Save" and "Save and Close", both of which are highlighted with red boxes. Below the buttons is a tabbed interface with tabs for "General", "Districts", "Ballot Content Profiles", "Tabulators", and "Ballots". The "General" tab is selected. The form contains the following fields:

- Precinct Name:** 4016420004
- Number of Voters:** 1577
- ☐ Subpolling District
- ☒ Include in X of Y report
- External ID:** 4016420004
- Key In ID:** 0
- Global order:** 4

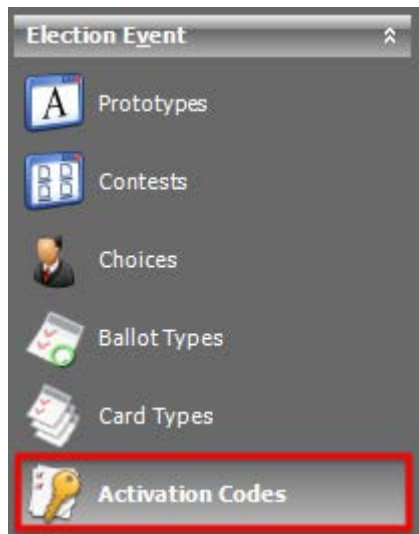
Below these fields are two buttons: "Add" (with a plus icon) and "Remove" (with a minus icon). At the bottom, there is a section titled "List of Split Precincts:" which contains a table with a "Name" column and a list of five split precincts:

	Name
▶	4016420004 - ELB_FD
	4016420004 - ELZ_FD
	4016420004 - ELZ_FS
	4016420004 - ELZ_SC
	4016420004 - KIOWFD

## 2.14 Rename Activation Codes and Descriptions

Activation codes and descriptions can be changed/updated by using the **Export/Import** function instead of performing this process manually, one record at a time.

1. Expand the **Election Event** section on the left navigation pane and select **Activation Codes**.



2. Click **Search** to view the list of activation codes and double-click on an activation code to open it.

A screenshot of the 'Election Event - Activation Codes' search results screen. It features a search bar at the top with fields for 'Precinct Name:', 'Ballot Group:', and 'Generation Cycle:'. Below the search bar, it says 'Records found: First 33'. A red box highlights the 'Search' button. Below the search bar, there are icons for 'Export' and 'Import'. At the bottom, there is a table with columns: 'Code', 'Description', 'Polling District', 'Ballot Group', 'Ballot Type', and 'C...'. The table contains two rows of data.

Code	Description	Polling District	Ballot Group	Ballot Type	C...
0001	4016420001-Default	4016420001	Default	ELZ_FS	1
0002	4016420002-Default	4016420002	Default	ELZ_FS	1

3. For the **Code**, you can leave it as the default or change it to another 4 digit code.
4. For the **Description**, you can rename it to your district style or precinct number, something that makes sense to all the pollworkers. Click **Save and Close**.

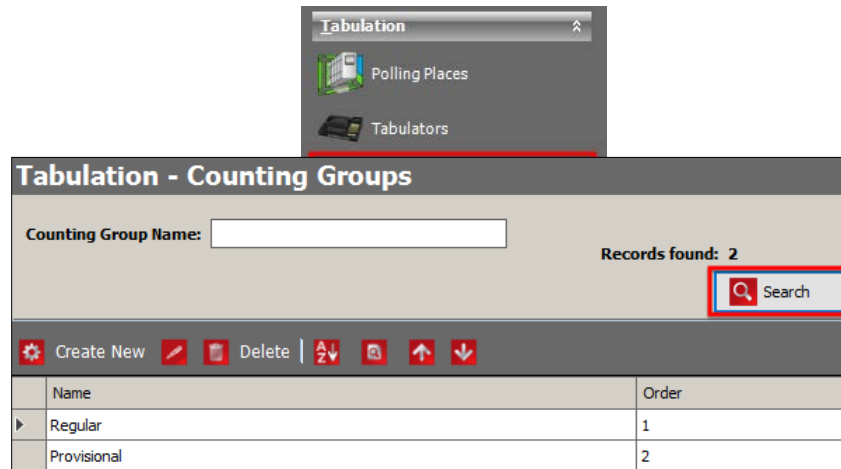
A screenshot of the 'Activation Code' edit form. It has a title bar with a red icon and the text 'Activation Code'. Below the title bar, there are two buttons: 'Save' and 'Save and Close'. The 'Save and Close' button is highlighted with a red box. Below the buttons, there are several input fields: 'Code:' with the value '0001', 'Description:' with the value '4016420001', 'Polling District:' with the value '4016420001', 'Ballot Group:' with the value 'Default', and 'Ballot Type:' with the value 'ELZ\_FS'. The 'Code:' and 'Description:' fields are highlighted with a red box.

5. Repeat the above steps for each activation code.

## 2.15 Update/Change Counting Groups (optional)

1. There might be updates/changes required for the counting groups if you want/need something different than what is brought in through the SCORE import (***Navigation pane>Tabulation>Counting Groups***).

*NOTE: A counting group is used to sort/count ballots for different sets of ballots cast (e.g. Regular, Provisional).*

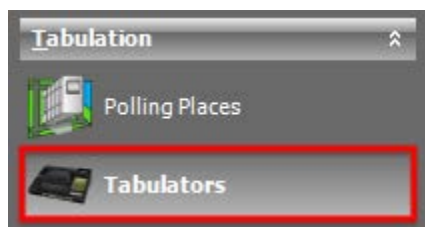


2. Click **Search**, double-click on the counting group to be renamed, update the text, and click on **Save and Close**.

## 2.16 Create ImageCast X Devices

Follow these steps below if the ICX tabulator was not brought in through the SCORE import. In CO, only 1 (one) ICX is needed.

1. Expand the **Tabulation** section on the left navigation pane and select the **Tabulators** option.



2. Click the **Create New** button.

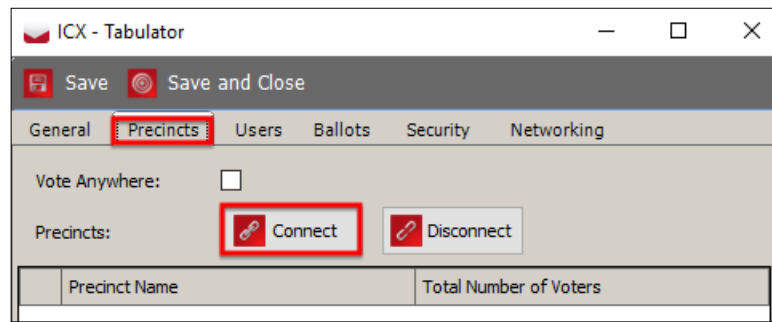
A screenshot of the 'Tabulation - Tabulators' form. It contains several input fields: 'Tabulator Name' (text box), 'Tabulator Type' (dropdown menu with '<All>' selected), 'Polling Place' (dropdown menu with '<<All>>' selected), 'Ballots From Cycle' (dropdown menu with '<<All>>' selected), and 'Used by Precinct' (dropdown menu with 'Not Used' selected). On the right, it says 'Records found: First 0' and has a 'Search' button. At the bottom, there is a toolbar with icons for creating, editing, deleting, and other actions, along with 'Delete', 'Actions', and 'Export' labels.

3. Enter the required information for the ICX.

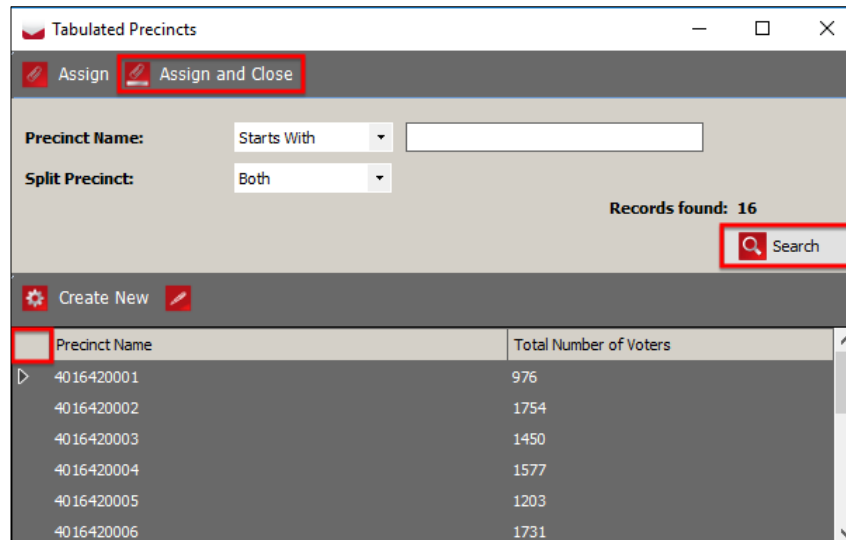
*NOTE: Starting the ICX numbering at 101 is recommended so that the ICX devices appear last in the tabulator list.*

A screenshot of the 'ICX - Tabulator' form. It has a title bar with 'ICX - Tabulator' and standard window controls. Below the title bar are 'Save' and 'Save and Close' buttons. There are tabs for 'General', 'Precincts', 'Users', 'Ballots', 'Security', and 'Networking'. The 'General' tab is active. The form contains several fields: 'Tabulator Name' (text box with 'ICX'), 'Tabulator Number' (text box with '101'), 'Polling Place' (dropdown menu with 'Samuel Elbert Building'), 'Tabulator Type' (dropdown menu with 'Imagecast X'), 'Counting Group' (dropdown menu with 'Regular'), 'Programming group' (dropdown menu with 'Default'), 'Device Settings' (dropdown menu with 'MCF object for ICX BMD'), 'External ID' (text box with '2'), 'External Type ID' (text box), and 'Global order' (text box with '2'). A red rectangular box highlights the fields from 'Tabulator Name' to 'Device Settings'.

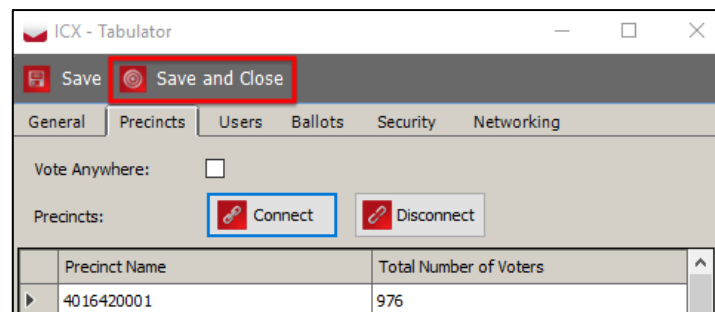
3. Click on the **Precincts** tab and then click the **Connect** button.



4. Click **Search** to view the list of available precincts and select all precincts. Click **Assign and Close**.



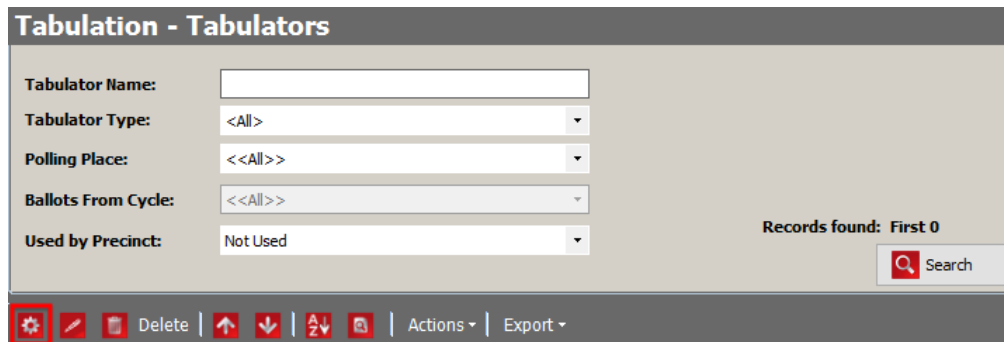
5. Click **Save and Close**.



## 2.17 Create ImageCast Central (ICC) Tabulators

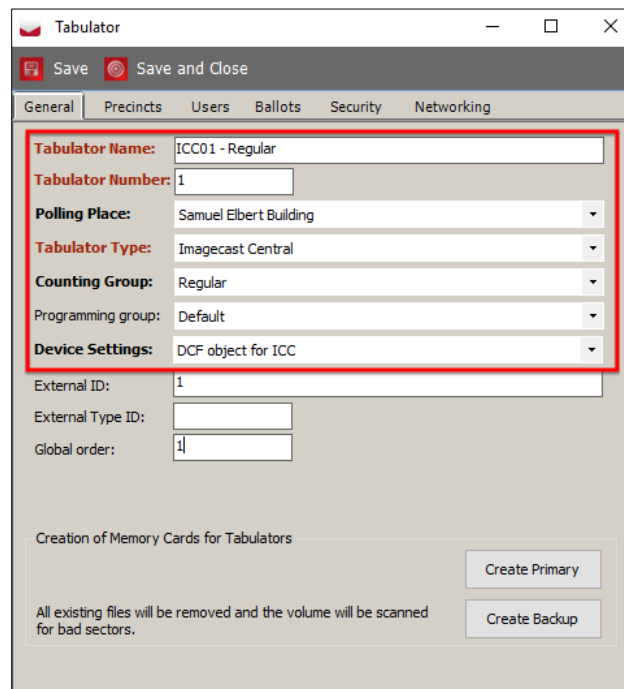
A tabulator needs to be created for each counting group per the physical ICC workstation. Additionally, an ImageCast X tabulator should be created for each election.

1. Click the **Create New** button.



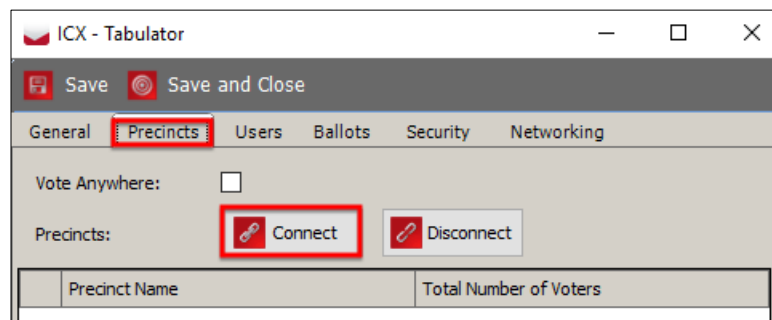
The screenshot shows the 'Tabulation - Tabulators' window. On the left, there are several input fields: 'Tabulator Name' (text box), 'Tabulator Type' (dropdown menu), 'Polling Place' (dropdown menu), 'Ballots From Cycle' (dropdown menu), and 'Used by Precinct' (dropdown menu). On the right, it says 'Records found: First 0' and has a 'Search' button. At the bottom, there is a toolbar with various icons, including a red gear icon for settings, which is highlighted with a red box.

2. Enter the information required for the tabulator (e.g. ICC01 – Regular and ICC01 – Provisional).

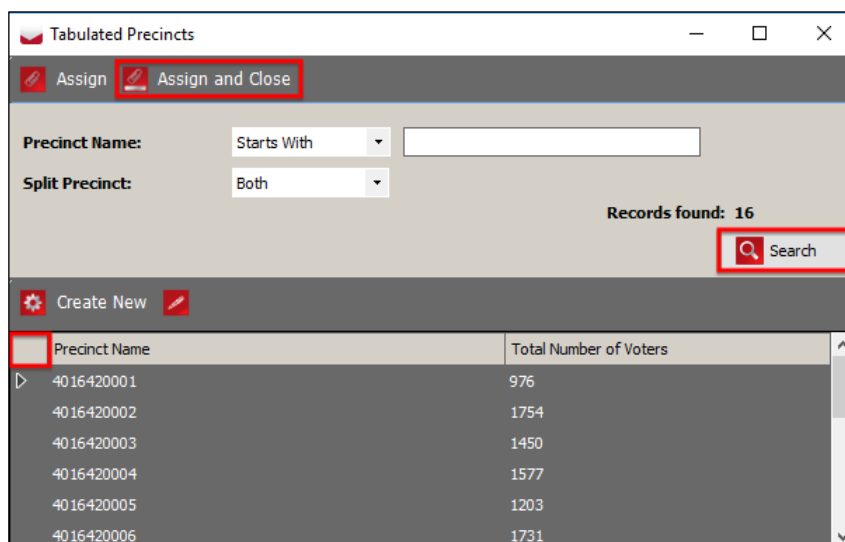


The screenshot shows the 'Tabulator' window with the 'General' tab selected. The fields are as follows: 'Tabulator Name' (text box) contains 'ICC01 - Regular', 'Tabulator Number' (text box) contains '1', 'Polling Place' (dropdown menu) is 'Samuel Elbert Building', 'Tabulator Type' (dropdown menu) is 'Imagecast Central', 'Counting Group' (dropdown menu) is 'Regular', 'Programming group' (dropdown menu) is 'Default', and 'Device Settings' (dropdown menu) is 'DCF object for ICC'. Below these fields are 'External ID' (text box) with '1', 'External Type ID' (text box), and 'Global order' (text box) with '1'. At the bottom, there are two buttons: 'Create Primary' and 'Create Backup'. A note at the bottom states: 'All existing files will be removed and the volume will be scanned for bad sectors.'

3. Select the **Precincts** tab and click the **Connect** button.



4. Click **Search** to view the list of available precincts and select all precincts. Click **Assign and Close**.



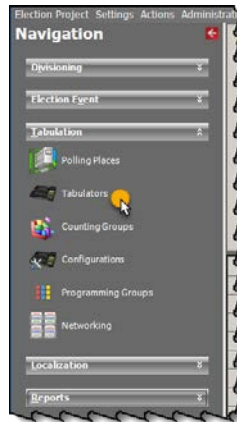
5. Click **Save and Close**.



## 2.18 Create ImageCast Central (ICC) Tabulators – Batch Creation

ImageCast Central tabulators may be created by batch. To create a batch of tabulators, follow the steps below:

1. From the left navigation pane, expand the **Tabulation** section.
2. Select **Tabulators**.

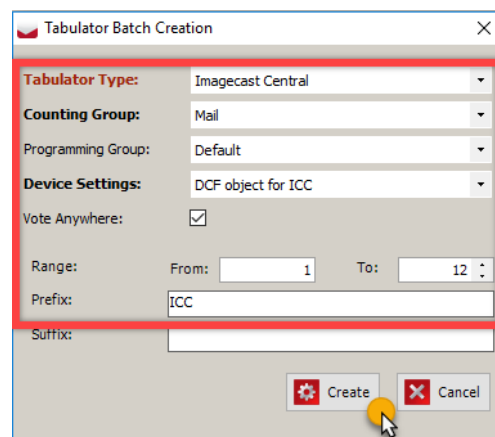


3. Select the **Actions** drop-down menu from the center of the screen, then select **Create Batch**.



4. Select the information required for your batch of tabulators

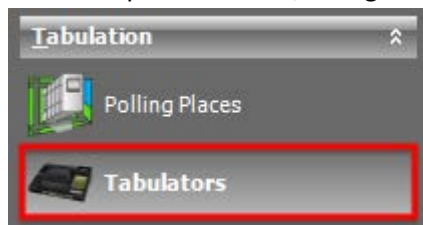
- Tabulator Type = Imagecast Central
- Counting Group
- Programming Group
- Device Settings
- Vote Anywhere (check this to assign all precincts to the tabulator)
- Range – enter the starting and ending range for the group of tabulators you wish to create
- Prefix – enter the text to appear the the beginning of the tabulator name.



5. Click **Create**.

## 2.19 Assign Device Settings and Precincts to ImageCast X (ICX) Devices

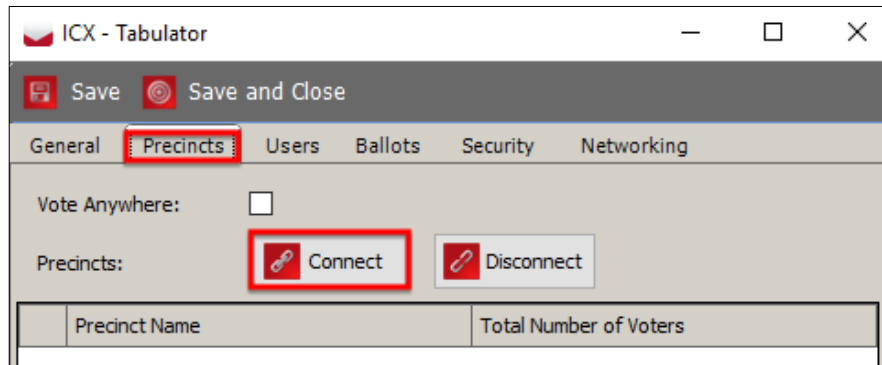
1. Expand the **Tabulation** section on the left navigation pane and select the **Tabulators** option.
2. Click the filter **Used by Precinct** drop-down menu, change it to **Not Used**, and click **Search**.

A screenshot of a search form titled 'Tabulation - Tabulators'. It contains several input fields: 'Tabulator Name' (text box), 'Tabulator Type' (dropdown menu), 'Polling Place' (dropdown menu), and 'Ballots From Cycle' (dropdown menu). Below these is a 'Used by Precinct' dropdown menu with three options: 'Not Used', 'Not Used' (highlighted in blue), and 'Used'. To the right of the form, it says 'Records found: First 1'. At the bottom right, there is a red 'Search' button with a magnifying glass icon. A red rectangular box highlights the 'Used by Precinct' dropdown and the 'Search' button.

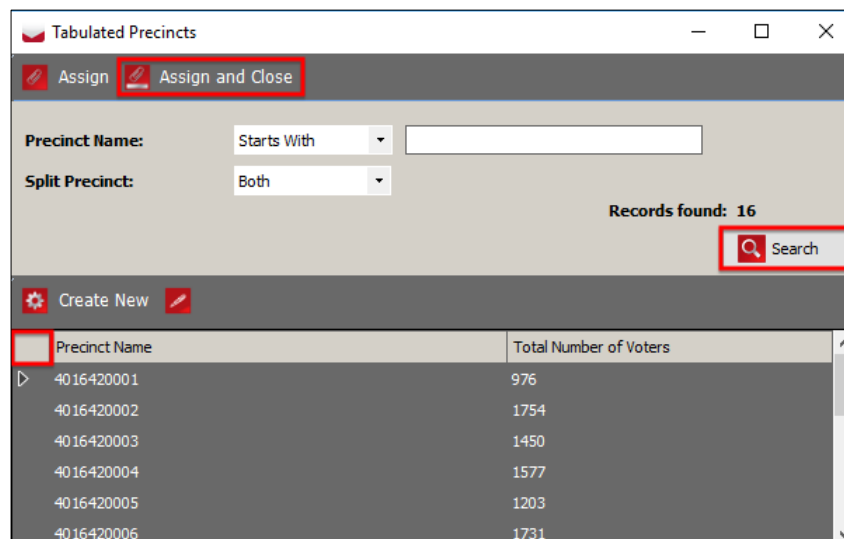
3. Double click an ICX to open it, click the the **Device Settings** drop-down, and click **MCF Object for ICX BMD**.

A screenshot of a configuration window titled 'ICX - Tabulator'. It has a menu bar with 'Save' and 'Save and Close' buttons. Below the menu bar are tabs: 'General', 'Precincts', 'Users', 'Ballots', 'Security', and 'Networking'. The 'General' tab is selected. It contains several fields: 'Tabulator Name' (text box with 'ICX'), 'Tabulator Number' (text box with '101'), 'Polling Place' (dropdown menu with 'Samuel Elbert Building'), 'Tabulator Type' (dropdown menu with 'Imagecast X'), 'Counting Group' (dropdown menu with 'Regular'), 'Programming group' (dropdown menu with 'Default'), and 'Device Settings' (dropdown menu with 'MCF object for ICX BMD'). Below these are 'External ID' (text box with '2'), 'External Type ID' (text box), and 'Global order' (text box with '2'). A red rectangular box highlights the 'Tabulator Name', 'Tabulator Number', 'Polling Place', 'Tabulator Type', 'Counting Group', 'Programming group', and 'Device Settings' fields.

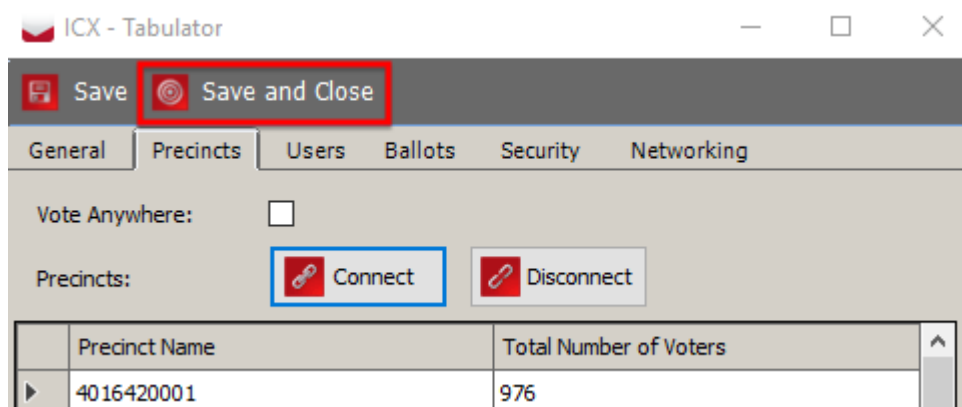
4. Click on the **Precincts** tab and then click the **Connect** button.



5. Click **Search** to view the list of available precincts and select all precincts. Click **Assign and Close**.



6. Click **Save and Close**.



CREATE A BACKUP OF THE PROJECT PACKAGE.

## Chapter Three: Proofing Checkpoint One

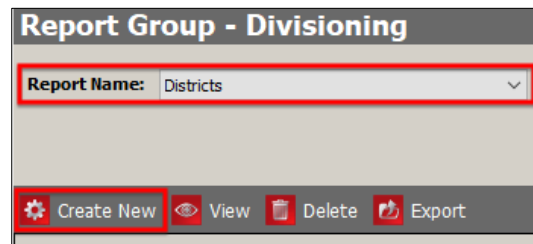
### 3.1 Generate Proofing Reports

#### 16.4.3 Districts Proofing Report

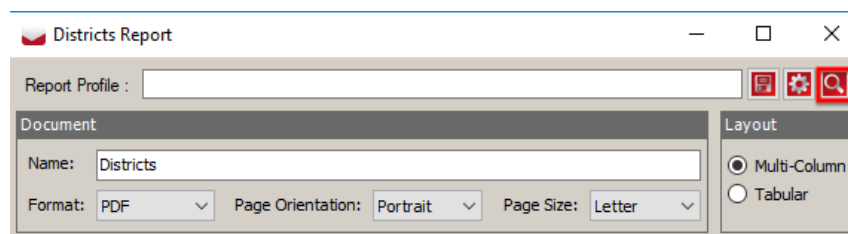
1. To create districts proofing reports, expand the **Reports** section of the left navigation pane, and select the **Divisioning** option.



2. Select **Districts** from the **Report Name** drop-down and then click on **Create New**.

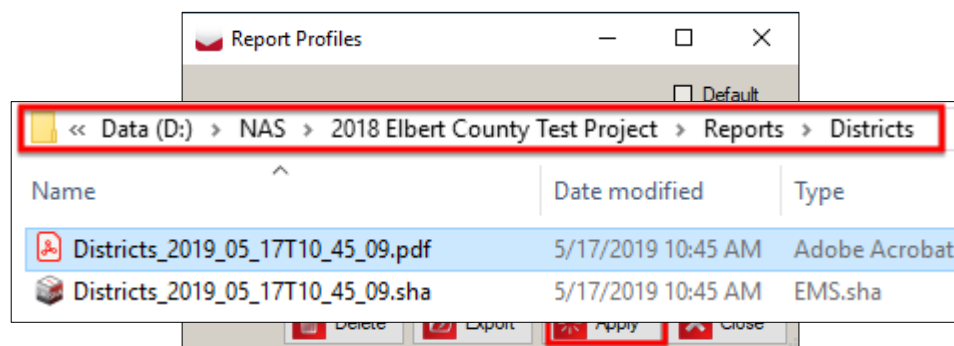


3. The **Districts Report** screen displays. Click on the **Search** button to look for the report profile.



4. The **Report Profiles** screen displays. Highlight the **Districts Proofing Report** and click **Apply**. Click **Close** to close the **Report Profiles** screen.

The report profile applies the proper settings and selections in the **Districts Report** screen. Click the **Create** button and select the option **Save To NAS** (Network Attached Storage).



5. The report is saved to the following directory on NAS:

Colorado Election Programming Guide: Using the SCORE Export - Version 2.0

### ***Districts***

2019 Jefferson County Coordinated Election  
General Election  
Tuesday, November 5, 2019  
Jefferson

<b>County</b>		<b>Edgewater</b>		<b>Wheat Ridge</b>	
Parent		Parent	County	Parent	County
Type	County	Type	Municipality	Type	Municipality
Abbreviation	Cnty	Abbreviation		Abbreviation	
Exterarnal Id	1	Exterarnal Id	12383	Exterarnal Id	12389
Description		Description		Description	
Order	1	Order	5	Order	8
Precincts		Precincts		Precincts	
		1.5		1.6	
				2.7	
				3.8	
				4.9	
<b>State of Colorado</b>		<b>Golden</b>		<b>Golden City Sub District 1</b>	
Parent	County	Parent	County	Parent	County
Type	Statewide	Type	Municipality	Type	City Sub
Abbreviation		Abbreviation		Abbreviation	
Exterarnal Id	491	Exterarnal Id	12384	Exterarnal Id	12553
Description		Description		Description	
Order	2	Order	6	Order	9
Precincts		Precincts		Precincts	
All		1.3			

#### 16.4.4 Precincts Proofing Report

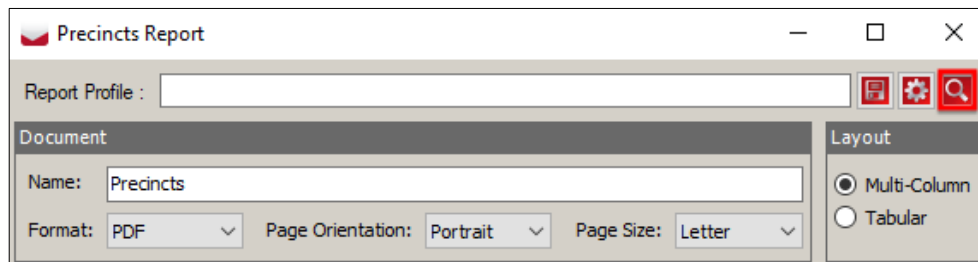
1. To create the precincts proofing report, expand the **Reports** section on the left navigation pane and select the **Divisioning** option



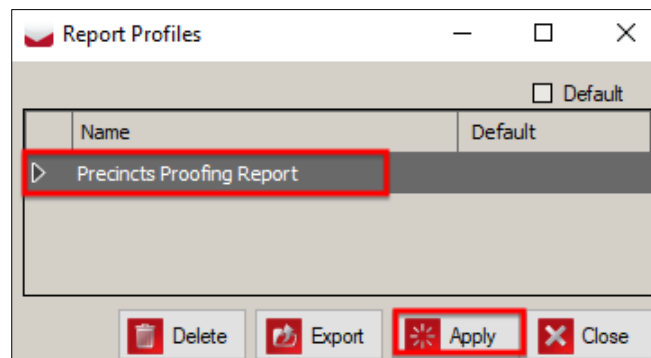
2. Select **Precincts** from the **Report Name** drop-down menu and click on **Create New**.



3. The **Precincts Report** screen displays. Click on the **Search** button to look for the report profile.



4. The **Report Profiles** screen displays. Highlight the **Precincts Proofing Report** and click **Apply**. Click **Close** to close the **Report Profiles** screen.



- The report profile applies the proper settings and selections in the **Precincts Report** screen. Click the **Create** button and select the option **Save To NAS**.

*NOTE: The proofing report also displays on the screen for immediate review.*

- The report is saved to the following directory on NAS:

D:\NAS\Project name\Reports\Precincts

Name	Date modified	Type
Precincts_2019_05_17T14_30_27.pdf	5/17/2019 2:30 PM	Adobe Acrobat
Precincts_2019_05_17T14_30_27.sha	5/17/2019 2:30 PM	EMS.sha

**Precincts**  
2019 Jefferson County Coordinated Election  
General Election  
Tuesday, November 5, 2019  
Jefferson

001	12	15
External Id 1	External Id 12	External Id 15
Key In Id 0	Key In Id 0	Key In Id 0
Num Of Voters 188123	Num Of Voters 22027	Num Of Voters 29818
Has Splits	Has Splits	Has Splits
In X of Y X	In X of Y X	In X of Y X
Order 1	Order 4	Order 7
<b>Districts</b>	<b>Districts</b>	<b>Districts</b>
1.State of Colorado (Statewide) 2.Jefferson (Countywide) 3.Jefferson County School District R-1 (School)	1.State of Colorado (Statewide) 2.Jefferson (Countywide) 3.Lakewood (Municipality) 4.Lakewood City Ward 3 (City Ward/District) 5.Jefferson County School District R-1 (School)	1.State of Colorado (Statewide) 2.Jefferson (Countywide) 3.Aravada (Municipality) 4.Aravada City District 4 (City Ward/District) 5.Jefferson County School District R-1 (School)
10	13	16
External Id 10	External Id 13	External Id 16
Key In Id 0	Key In Id 0	Key In Id 0
Num Of Voters 22467	Num Of Voters 16400	Num Of Voters 17649
Has Splits	Has Splits	Has Splits
In X of Y X	In X of Y X	In X of Y X

### 16.4.5 Contests Proofing Report

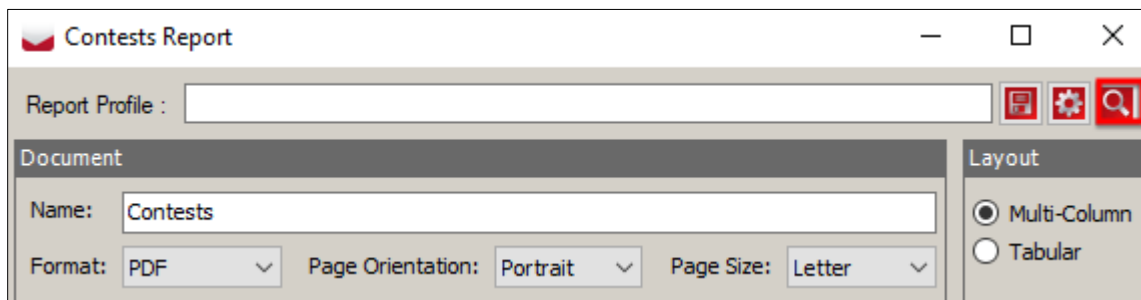
1. To create the contests proofing report, expand the **Reports** section on the left navigation pane and select the **Election Event** option.



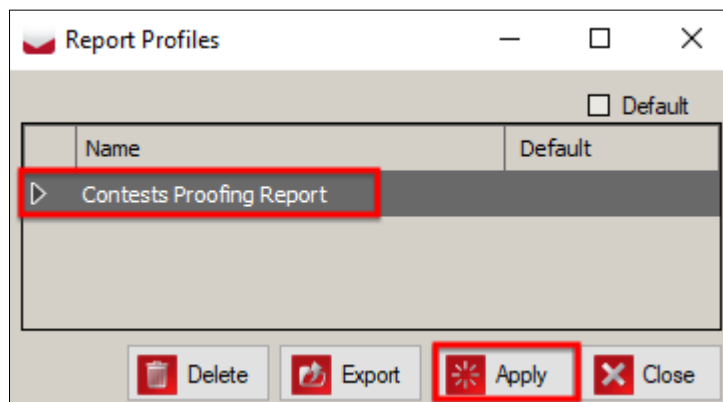
2. Select **Contests** from the **Report Name** drop-down menu and click on **Create New**.



3. The **Contests Report** screen displays. Click on the **Search** button to look for the report profile.



4. The **Report Profiles** screen displays. Highlight the **Contests Proofing Report** and click **Apply**. Click **Close** to close the **Report Profiles** screen.





- The report profile applies the proper settings and selections in the **Contests Report** screen. Click the **Create** button and select the option **Save To NAS**.

- The report is saved to the following directory on the NAS:

*D:\NAS\Project name\Reports\Contests*

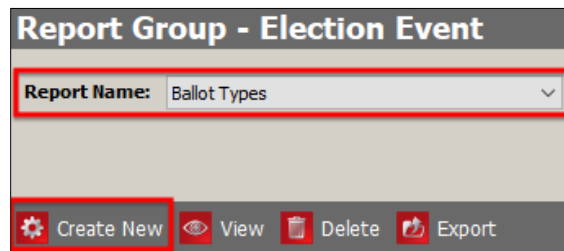
Contests					
2019 Jefferson County Coordinated Election					
General Election					
Tuesday, November 5, 2019					
Jefferson					
<b>Council Member At Large</b>					
Type	Candidate	Paper Index	1	Default Order	2
Office	Council Member At Large	Paper Index Overridden		Report Order	2
District Type	Municipality	Default Paper Index	1	Major	
District	Anvada	Column Starting Number	Not Set	Acclamation Type	None
Parent District	County	Set Candidate Numbers		Cannot Be Duplicated	
External Id	1	Page	None	Str. Party Override By Rank	X
Disabled		Default Page	None	Voting System	FPTP
Term Length	0	Column/Row	None	Num. Of Ranks	0
Vote For	1	Default Column/Row	None	Elector Groups	Default
Vote For Overridden		Position (Paper)	None	Rotation Type	None
Default Vote For	1	Default Position (Paper)	None	Rotation Target	Choice
Num. Of Write-ins	0	Span (Paper)	1	Rotation Direction	Up
Num. Of Write-ins Overridden		Default Span (Paper)	1	Rotation District Type	None
Default Num. Of Write-ins	0	Candidate Span (Paper)	1	Use Predefined District Rot.	X
Default Order	1	Def. Candidate Span (Paper)	1	Rotation Disabled	
Report Order	1	Position (Screen)	Default	Start Rotation Index	0
Major		Span (Screen)	1	Rendering Type	Normal
Acclamation Type	None	Candidate Span (Screen)	1	Write-In Line Count	1
Cannot Be Duplicated		Choices		Markers Per Position	1
Str. Party Override By Rank	X	1. Bob Filer (Regular)		Markers Per Position Overridden	
Voting System	FPTP	2. Carl Campanella (Regular)		Default Markers Per Position	1
Num. Of Ranks	0	3. Keith Orland (Regular)			
Elector Groups	Default	<b>Mayor, City of Anvada</b>		Paper Index	1
Rotation Type	None	Type	Candidate	Paper Index Overridden	
Rotation Target	Choice	Office	Mayor	Default Paper Index	1
Rotation Direction	Up	District Type	Municipality	Column Starting Number	Not Set
Rotation District Type	None	District	Anvada	Set Candidate Numbers	
Use Predefined District Rot.	X	Parent District	County	Page	None
Rotation Disabled		External Id	2	Default Page	None
Start Rotation Index	0	Disabled		Column/Row	None
Rendering Type	Normal	Term Length	0	Default Column/Row	None
Write-In Line Count	1	Vote For	1	Position (Paper)	None
Markers Per Position	1	Vote For Overridden		Default Position (Paper)	None
Markers Per Position Overridden		Default Vote For	1	Span (Paper)	1
Default Markers Per Position	1	Num. Of Write-ins	0	Default Span (Paper)	1
		Num. Of Write-ins Overridden		Candidate Span (Paper)	1
		Default Num. Of Write-ins	0	Def. Candidate Span (Paper)	1

### 16.4.6 Ballot Types Proofing Report

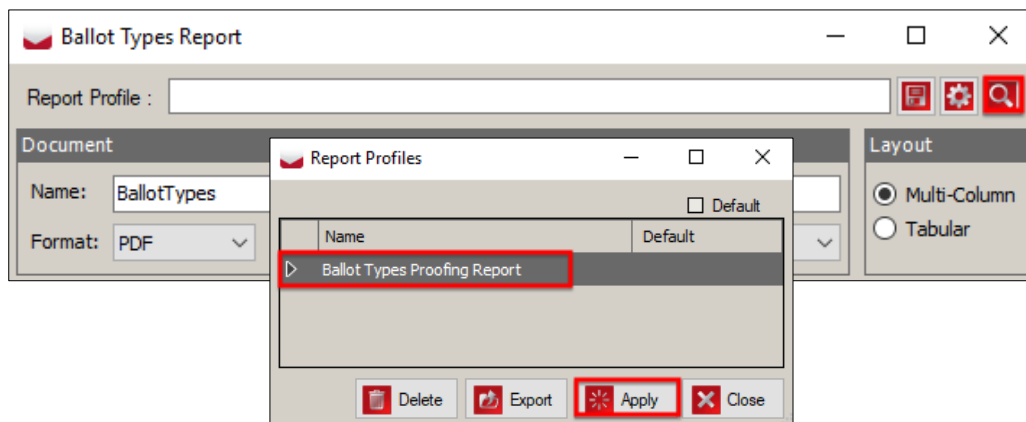
1. To create the **Ballot Types** proofing report, expand the **Reports** section on the left navigation pane and select the **Election Event** option.



2. Select **Ballot Types** from the **Report Name** drop-down menu and then click on **Create New**.



3. The **Ballot Types Report** screen displays. Click on the **Search** button to look for the report profile.



4. The **Report Profiles** screen displays. Highlight the **Ballot Types Proofing Report** and click **Apply**. Click **Close** to close the **Report Profiles** screen.

- The report profile applies the proper settings and selections in the **Ballot Types Report** screen. Click the **Create** button and select the option **Save To NAS**.

- The report is saved to the following directory on NAS:

D:\NAS\Project name\Reports\BallotTypes

<div> <div> &lt;&lt; 2018 Elbert County Test Project &gt; Reports &gt; BallotTypes </div> <div> v ↻ </div> </div>		
Name	Date modified	Type
<div> <div> BallotTypes_2019_05_17T15_14_59.pdf </div> <div> 5/17/2019 3:14 PM </div> <div> Adobe Acrobat </div> </div>		
<div> <div> BallotTypes_2019_05_17T15_14_59.sha </div> <div> 5/17/2019 3:14 PM </div> <div> EMS.sha </div> </div>		

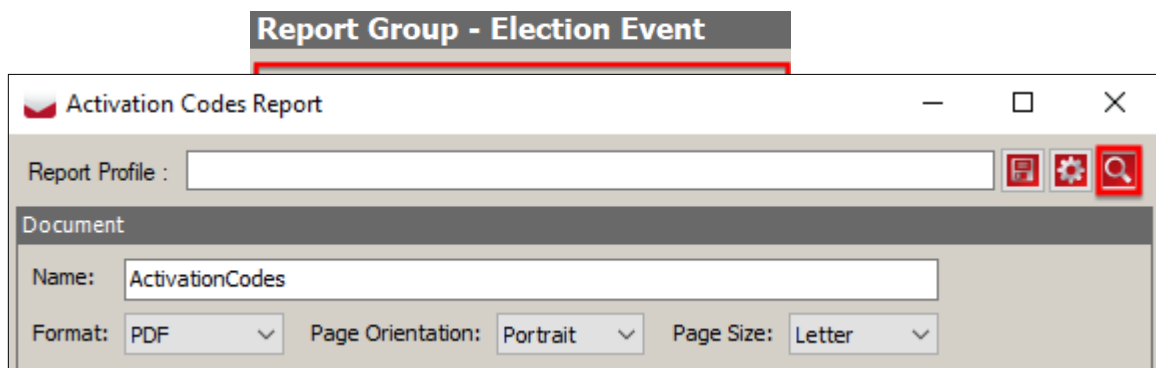


### 16.4.7 Activation Codes Report

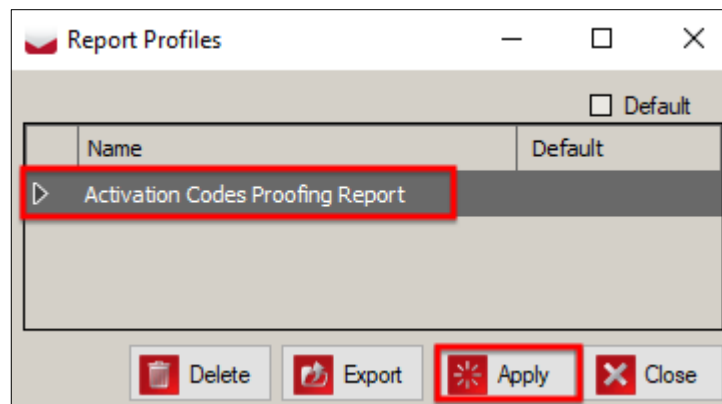
1. To create the **Activation Codes** proofing report, expand the **Reports** section on the left navigation pane and select the **Election Event** option



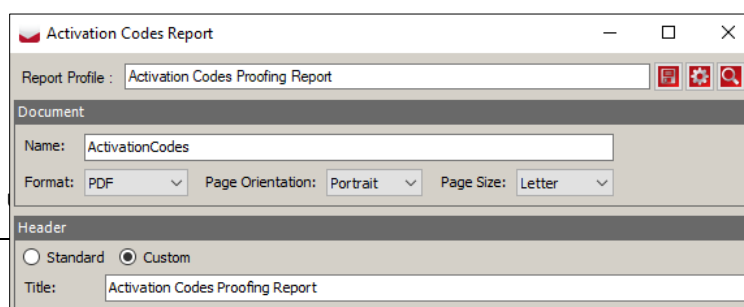
2. Select **Activation Codes** from the **Report Name** drop-down menu and then click on **Create New**.



3. The **Activation Codes Report** screen displays. Click on the **Search** button to look for the report profile.
4. The **Report Profiles** screen displays. Highlight the **Activation Codes Proofing Report** and click **Apply**. Click **Close** to close the **Report Profiles** screen.





5. The report profile applies the proper settings and selections in the **Activation Codes Report** screen. Click the **Create** button and select the option **Save To NAS**.



6. The report is saved to the following directory on NAS:

D:\NAS\Project name\Reports\ActivationCodes

<< 2018 Elbert County Test Project > Reports > ActivationCodes		
Name	Date modified	Type
 ActivationCodes_2019_05_17T15_25_30.pdf	5/17/2019 3:25 PM	Adobe Acrobat
 ActivationCodes_2019_05_17T15_25_30.sha	5/17/2019 3:25 PM	EMS.sha

Activation Codes					
2019 Jefferson County Coordinated Election General Election Tuesday, November 5, 2019 Jefferson					
Code	Description	Precinct Portion	Ballot Group	Ballot Type	Cycle
0001	001-Default	001	Default	Ballot 1 - Type 1	1
0002	10-Default	10	Default	Ballot 2 - Type 2	1
0003	11-Default	11	Default	Ballot 3 - Type 3	1
0004	12-Default	12	Default	Ballot 4 - Type 4	1
0005	13-Default	13	Default	Ballot 5 - Type 5	1
0006	14-Default	14	Default	Ballot 6 - Type 6	1
0007	15-Default	15	Default	Ballot 7 - Type 7	1
0008	16-Default	16	Default	Ballot 8 - Type 8	1
0009	17-Default	17	Default	Ballot 9 - Type 9	1
0010	2-Default	2	Default	Ballot 10 - Type 10	1
0011	3-Default	3	Default	Ballot 11 - Type 11	1
0012	4-Default	4	Default	Ballot 12 - Type 12	1
0013	5-Default	5	Default	Ballot 13 - Type 13	1
0014	6-Default	6	Default	Ballot 14 - Type 14	1
0015	7-Default	7	Default	Ballot 15 - Type 15	1
0016	8-Default	8	Default	Ballot 16 - Type 16	1
0017	9-Default	9	Default	Ballot 17 - Type 17	1

#### 16.4.8 Tabulators Proofing Report

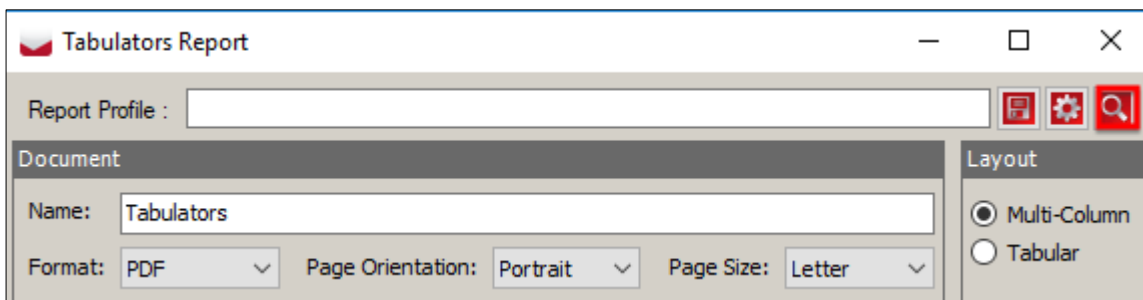
1. To create the **Tabulators** proofing report, expand the **Reports** section on the left navigation pane and select the **Tabulation** option.



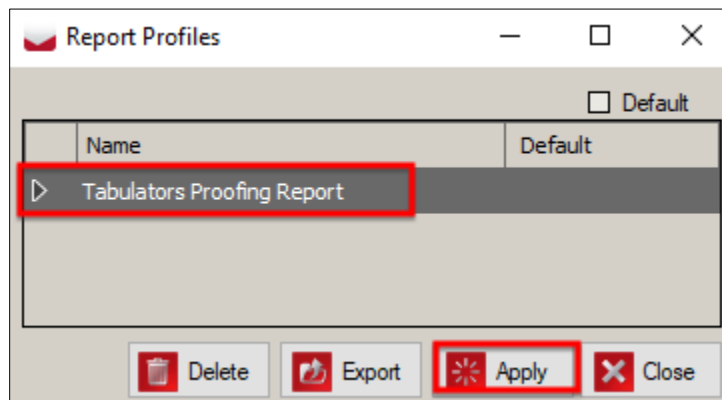
2. Select **Tabulators** from the **Report Name** drop-down menu and click on **Create New**



3. The **Tabulators Report** screen displays. Click on the **Search** button to look for the report profile.



4. The **Report Profiles** screen displays. Highlight the **Tabulators Proofing Report** and click **Apply**. Click **Close** to close the **Report Profiles** screen.



5. The report profile applies the proper settings and selections in the **Tabulators Report** screen. Click the **Create** button and select the option **Save To NAS**.

6. The report is saved to the following directory on NAS:

D:\NAS\Project name\Reports\Tabulators

Name	Date modified	Type
Tabulators_2019_05_17T15_37_28.pdf	5/17/2019 3:37 PM	Adobe Acrobat
Tabulators_2019_05_17T15_37_28.sha	5/17/2019 3:37 PM	EMS.sha



## 3.2 Proofing Steps

### 16.4.9 Districts Report Proofing Steps

1. Verify that every district that should be in the election project is listed.
2. For each district listed:

Verify that every precinct (including each precinct split if applicable) that belongs to the district is listed. *All* indicates that every precinct is tied to that particular district.

District Proofing Report example:

<b>Districts Proofing Report</b>																																						
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### 16.4.10 Precincts Report Proofing Steps

1. Verify that every precinct/precinct portion that should be in the election project is listed.
2. For each precinct listed verify that every district that should be associated with the precinct/precinct portion in the election project is listed.

Precinct Proofing Report example:

## Precincts Proofing Report

<table> <tr><th colspan="2">4016420001</th></tr> <tr><td>External Id</td><td>4016420001</td></tr> <tr><td>Has Splits</td><td></td></tr> <tr><td>Order</td><td>1</td></tr> <tr><td colspan="2">Districts</td></tr> <tr><td colspan="2">1. Congressional 4 (Congressional)</td></tr> <tr><td colspan="2">2. State of Colorado (Statewide)</td></tr> <tr><td colspan="2">3. State Board of Education 4 (State Board of Education)</td></tr> <tr><td colspan="2">4. University of Colorado Regents At Large (University of Colorado Regents - At Large)</td></tr> <tr><td colspan="2">5. State Senate 1 (State Senate)</td></tr> <tr><td colspan="2">6. State House 64 (State House)</td></tr> <tr><td colspan="2">7. Judicial 18 (Judicial)</td></tr> <tr><td colspan="2">8. Elbert (Countywide)</td></tr> <tr><td colspan="2">9. Elizabeth School District (School)</td></tr> <tr><td colspan="2">10. Elizabeth Fire Protection (Fire Protection)</td></tr> </table>	4016420001		External Id	4016420001	Has Splits		Order	1	Districts		1. Congressional 4 (Congressional)		2. State of Colorado (Statewide)		3. State Board of Education 4 (State Board of Education)		4. University of Colorado Regents At Large (University of Colorado Regents - At Large)		5. State Senate 1 (State Senate)		6. State House 64 (State House)		7. Judicial 18 (Judicial)		8. Elbert (Countywide)		9. Elizabeth School District (School)		10. Elizabeth Fire Protection (Fire Protection)		<table> <tr><th colspan="2">4016420003</th></tr> <tr><td>External Id</td><td>4016420003</td></tr> <tr><td>Has Splits</td><td></td></tr> <tr><td>Order</td><td>3</td></tr> <tr><td colspan="2">Districts</td></tr> <tr><td colspan="2">1. Congressional 4 (Congressional)</td></tr> <tr><td colspan="2">2. State of Colorado (Statewide)</td></tr> <tr><td colspan="2">3. State Board of Education 4 (State Board of Education)</td></tr> <tr><td colspan="2">4. University of Colorado Regents At Large (University of Colorado Regents - At Large)</td></tr> <tr><td colspan="2">5. State Senate 1 (State Senate)</td></tr> <tr><td colspan="2">6. State House 64 (State House)</td></tr> <tr><td colspan="2">7. Judicial 18 (Judicial)</td></tr> <tr><td colspan="2">8. Elbert (Countywide)</td></tr> <tr><td colspan="2">9. Elizabeth School District (School)</td></tr> <tr><td colspan="2">10. Elizabeth Fire Protection (Fire Protection)</td></tr> </table>	4016420003		External Id	4016420003	Has Splits		Order	3	Districts		1. Congressional 4 (Congressional)		2. State of Colorado (Statewide)		3. State Board of Education 4 (State Board of Education)		4. University of Colorado Regents At Large (University of Colorado Regents - At Large)		5. State Senate 1 (State Senate)		6. State House 64 (State House)		7. Judicial 18 (Judicial)		8. Elbert (Countywide)		9. Elizabeth School District (School)		10. Elizabeth Fire Protection (Fire Protection)		<table> <tr><th colspan="2">Portion:</th></tr> <tr><th colspan="2">4016420004</th></tr> <tr><td>External Id</td><td>4016420004 - ELZ_FD</td></tr> <tr><td>Order</td><td>6</td></tr> <tr><td colspan="2">Districts</td></tr> <tr><td colspan="2">1. Congressional 4 (Congressional)</td></tr> <tr><td colspan="2">2. State of Colorado (Statewide)</td></tr> <tr><td colspan="2">3. State Board of Education 4 (State Board of Education)</td></tr> <tr><td colspan="2">4. University of Colorado Regents At Large (University of Colorado Regents - At Large)</td></tr> <tr><td colspan="2">5. State Senate 1 (State Senate)</td></tr> <tr><td colspan="2">6. State House 64 (State House)</td></tr> <tr><td colspan="2">7. Judicial 18 (Judicial)</td></tr> <tr><td colspan="2">8. Elbert (Countywide)</td></tr> <tr><td colspan="2">9. Elizabeth Fire Protection (Fire Protection)</td></tr> </table>	Portion:		4016420004		External Id	4016420004 - ELZ_FD	Order	6	Districts		1. Congressional 4 (Congressional)		2. State of Colorado (Statewide)		3. State Board of Education 4 (State Board of Education)		4. University of Colorado Regents At Large (University of Colorado Regents - At Large)		5. State Senate 1 (State Senate)		6. State House 64 (State House)		7. Judicial 18 (Judicial)		8. Elbert (Countywide)		9. Elizabeth Fire Protection (Fire Protection)									
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### 16.4.11 Contests Report Proofing Steps

- Verify that every contest in the election is listed
- Verify that every contest appears only once (once per party as needed for a PRIMARY)
- Verify that contests appear in the proper ballot order

For each contest listed:

- Verify the contest name is correct & how you want the contest name to appear on results reports.
- Verify the Vote For is correct
- Verify the associated district name is correct
- Verify that all choices are listed (including write-in when applicable)

Representative to the 116th United States Congress-District 4	
Type	Candidacy
Office	Representative to the 116th United States Congress-District 4
District Type	Congressional
District	Congressional 4
Parent District	Countywide
Vote For	1
Num.Of Write-ins	0
Default Order	1
Report Order	1
Elector Groups	Default
Choices	
1.Karen McCormick (Regular)	
2.Ken Buck (Regular)	

### 16.4.12 Ballot Types Report Proofing Steps

- Verify that each Ballot Type (District Style) is named properly
- Verify that each Ballot Type has the correct contests associated
- Verify that each Ballot Type has the correct precincts associated

ELB_FD
Ballot Cards
1.ELB_FD - Language English - BC - Default - Paper 1
Contests
1.Representative to the 116th United States Congress-District 4
2.Governor
3.Secretary of State
4.State Treasurer
5.Attorney General
6.State Board of Education Member - Congressional District 4
7.Regent of the University of Colorado - At Large
8.State Senator - District 1
9.State Representative - District 64
10.Elbert County Commissioner District 2
11.Elbert County Clerk and Recorder
12.Elbert County Treasurer
13.Elbert County Assessor
14.Elbert County Sheriff
15.Elbert County Surveyor
16.Elbert County Coroner
17.Colorado Supreme Court Justice - Gabriel
18.Colorado Court of Appeals Judge - Dailey
19.Colorado Court of Appeals Judge - Freyre
20.Colorado Court of Appeals Judge - Hams
21.Colorado Court of Appeals Judge - Richman
22.District Court Judge - 18th Judicial District - Douglass
23.District Court Judge - 18th Judicial District - Herron
24.District Court Judge - 18th Judicial District - Kramer
25.District Court Judge - 18th Judicial District - Leunewyer III
26.District Court Judge - 18th Judicial District - Lung
27.District Court Judge - 18th Judicial District - McLean
28.District Court Judge - 18th Judicial District - Michaelson
29.District Court Judge - 18th Judicial District - Spear
30.District Court Judge - 18th Judicial District - Whitaker
31.Elbert County Court Judge - Boyette
32.Amendment V (Constitutional)
33.Amendment W (Constitutional)
34.Amendment X (Constitutional)
35.Amendment Y (Constitutional)
36.Amendment Z (Constitutional)
37.Amendment A (Constitutional)
38.Amendment 73 (Constitutional)
39.Amendment 74 (Constitutional)
40.Amendment 75 (Constitutional)
41.Proposition 109 (Statutory)
42.Proposition 110 (Statutory)
43.Proposition 111 (Statutory)
44.Proposition 112 (Statutory)
45.ELBERT FIRE PROTECTION DISTRICT - 7A
Precincts
1.4016420004 - ELB_FD
2.4016420011
3.4016420013 - ELB_FD



## Ballot Types Proofing Report Example:

<b>Ballot Types</b>			
2019 Jefferson County Coordinated Election General Election Tuesday, November 5, 2019 Jefferson			
Ballot 1 - Type 1		Ballot 4 - Type 4	
Abbreviation		Abbreviation	
External Id		External Id	
Ballot Group	Default	Ballot Group	Default
Cycle	1	Cycle	1
Ballot Cards		Ballot Cards	
1.Ballot 1 - Type 1 - Language English - Default - Paper 1		1.Ballot 4 - Type 4 - Language English - Default - Paper 1	
Contests		Contests	
1.Amendment 66 (Constitutional) 2.Proposition AA (STATUTORY) 3.1A Library Issue		1.Mayor, City of Lakewood 2.Lakewood Council Member Ward 3 3.Amendment 66 (Constitutional) 4.Proposition AA (STATUTORY) 5.1A Library Issue	
Precincts		Precincts	
1.001		1.12	
Ballot 2 - Type 2		Ballot 5 - Type 5	
Abbreviation		Abbreviation	
External Id		External Id	
Ballot Group	Default	Ballot Group	Default
Cycle	1	Ballot Group	Default

### 16.4.13 Activation Codes Report Proofing Steps

1. Verify there is an activation code for each precinct/ballot type *or* for each district style/ballot type. Then, for each activation code listed:
  - Verify the Description field has been updated if desired
  - Verify the proper precinct portion & ballot type for each activation code
  - Verify the code is correct for each activation code, if code was changed

*NOTE: The default Code (numeric code), generated may be changed if desired.*

Code	Description	Precinct Portion	Ballot Type
0001	P01-ELZ_FS	4016420001	ELZ_FS
0002	4016420002-Default	4016420002	ELZ_FS
0003	4016420003-Default	4016420003	ELZ_FS

#### 16.4.14 Tabulator Report Proofing Steps

1. Verify that every tabulator that should be in the election project is listed.
2. For each tabulator listed:
  - Verify the Tabulator Name
  - Verify the VSPC Name
  - Verify the Tabulator Type
  - Verify the Counting Group
  - Verify the Associated Precincts

ICX	
Number	100
Type	ICX
Polling Location	Samuel Elbert Building
Counting Group	In Person
Precincts	
ALL	

Tabulator Proofing Report Example:

<i><b>Tabulators Proofing Report</b></i>	
ICX	
Number	100
Type	ICX
Polling Location	Samuel Elbert Building
Counting Group	In Person
Precincts	
ALL	
ICC	
Number	1
Type	ICC
Polling Location	Samuel Elbert Building
Counting Group	Election Day
Precincts	
ALL	

## Chapter Four: Election Project Styling

### Checklist – Election Project Styling

In the next phase of the Election Setup process, you will assign ballot header and footer templates, as well as contest heading, header, and choice templates. Additionally, you create proofing ballots and proof the overall look and feel of your ballots.

#### **Item(s) to check:**

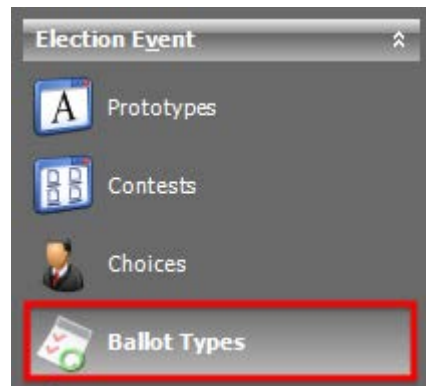
- ☐ Preview ballots
- ☐ Set up contests for candidates with voluntary term limit designations
- ☐ Assign ballot, print, & screen header/footer templates
- ☐ Assign choice templates
- ☐ Assign contest heading templates
- ☐ Style RTF text for ballot measures
- ☐ Assign static text to write-ins & no-candidate records
- ☐ Preview ballots a second time
- ☐ Set contests to second card
- ☐ Create proofing ballots



## 4.1 Preview Ballots

Ballot Type in EED refers to your SCORE district style and Ballot Cards refers to your SCORE ballot style.

1. Expand the **Election Event** section on the left navigation pane. Select **Ballot Types**.



2. Click **Search** to view the list of ballot types.

A screenshot of the 'Election Event - Ballot Types' search form. It has a title bar and four input fields: 'Precinct Name:' (text box), 'Contest:' (dropdown menu showing '<<All Contests>>'), 'Generation Cycle:' (dropdown menu showing '<<All>>'), and 'Ballot Group:' (dropdown menu showing '<<All>>'). On the right, it says 'Records found: First 11' and has a 'Search' button with a magnifying glass icon. The 'Search' button is highlighted with a red rectangular border.

3. Highlight the ballot type to be reviewed and double-click. Select **Generate Preview** to view the ballot.

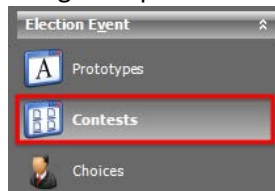
A screenshot of the 'ELZ\_P5 - Ballot Type' form. It has a title bar and a 'Save' button. Below the title bar are four tabs: 'General', 'Ballot Contests', 'Precincts', and 'Ballot Card Models'. The 'General' tab is selected. It contains fields for 'Name:' (text box with 'ELZ\_P5'), 'External Id:' (text box), 'Abbreviation:' (text box), and 'Ballot Groups:' (text box with 'Default'). Below these is a 'List Of Precincts:' section with a large empty text area. At the bottom right, there is a 'Generate Preview' button with a magnifying glass icon. The 'Generate Preview' button is highlighted with a red rectangular border.

4. Repeat for other ballot types.

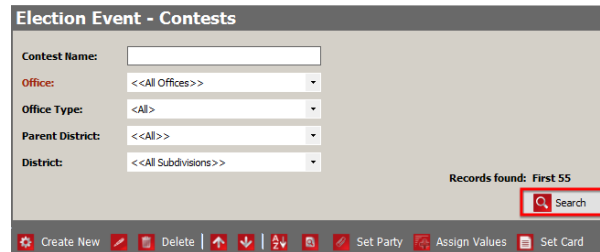


## 4.2 Set Up Contests for Candidates Who Have Accepted Voluntary Term Limits

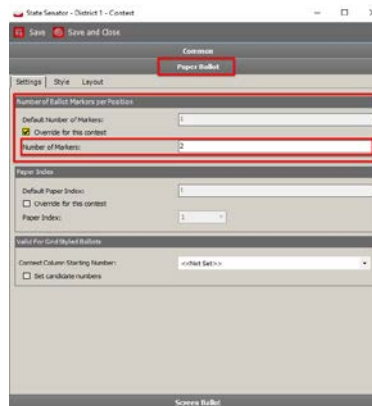
1. Expand the **Election Event** section on the left navigation pane and select **Contests**.



2. Click **Search** to view the list of contests. Double-click the desired race from the list of contests.



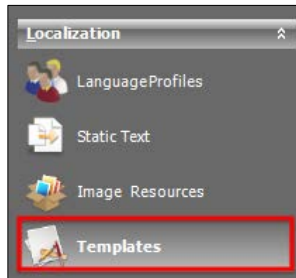
3. Click on the **Paper Ballot** tab from the bottom of the screen. On the **Settings** tab, in the **Default Number of Markers** section, click the **Override for this Contest** checkbox. Change the value in the **Number of Markers** to 2. Click **Save and Close**.



4. From the left navigation pane, expand the **Localization** section.
5. Select **Translations**.
6. From the **Object Type** drop-down menu, select **Choices**.
7. Click on **Search**.
8. On the **Ballot Content** tab, highlight the desired choice and add a TU3 to the choice.
9. Enter the language needed in the new TU3 field (e.g. Signed declaration to limit service to no more than 2 years).
10. In the middle section of the screen, click on the **Template** button and select the proper template (e.g. BC – Choice 2L- Ballot Tag Line).
11. Click **Save & Preview** in the upper right corner of screen.
12. Repeat the template assignment for each language profile (Base/Audio, Screen Content, and Print Content).

## 4.3 Assign Header/Footer Templates

1. Expand the **Localization** section of the left navigation pane and select **Templates**.



2. Set the template type as **Ballot Header/Footer Template** and click **Search**. Select the template to assign (e.g. BC-Ballot Header - Long) by double-clicking on it.

**Templates - Headers, Contests and Candidates**

Template Name:

Template Type: **Ballot Header/Footer Template**

Language Purpose: <<All>>

Language: <<All Language Profiles>>

Records found: 6

Name	Template Type	Language Purpose	Language(s)
BC - Blank Back Page	Ballot Header/Footer Template	Ballot Content	English - BC
BC - Ballot Header - Short - Ovals Right	Ballot Header/Footer Template	Ballot Content	English - BC
BC - Ballot Header 2nd Card Front	Ballot Header/Footer Template	Ballot Content	English - BC
BC - Ballot Header - Long - Ovals Right	Ballot Header/Footer Template	Ballot Content	English - BC
BC - Ballot Header - Short	Ballot Header/Footer Template	Ballot Content	English - BC
<b>BC - Ballot Header - Long</b>	<b>Ballot Header/Footer Template</b>	<b>Ballot Content</b>	<b>English - BC</b>

3. Click **Add**.

BC - Ballot Header - Long - Template - Ballot Content

**General** Languages Template

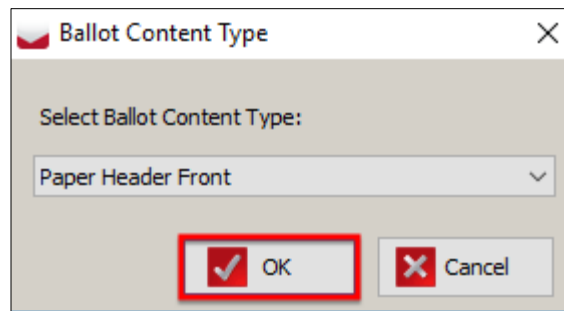
Name:

Purpose:

Ballot Card Models:

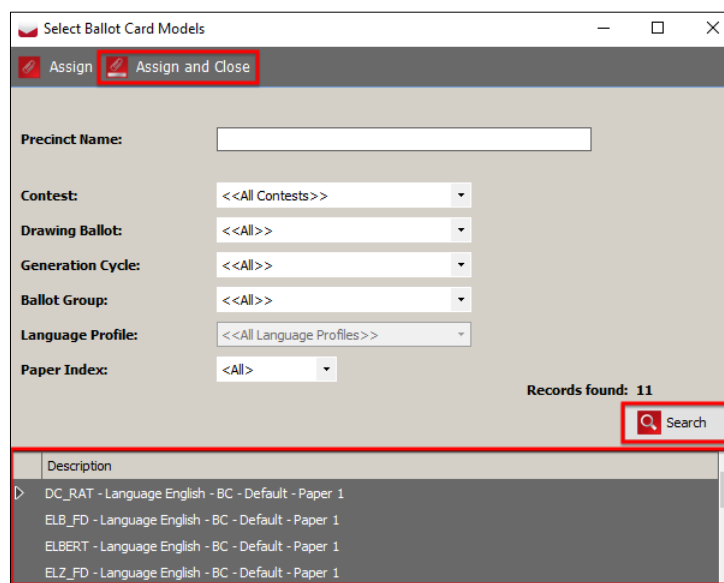
Name	Type
------	------

4. Select the **Ballot Content Type** (e.g. Paper Header Front).

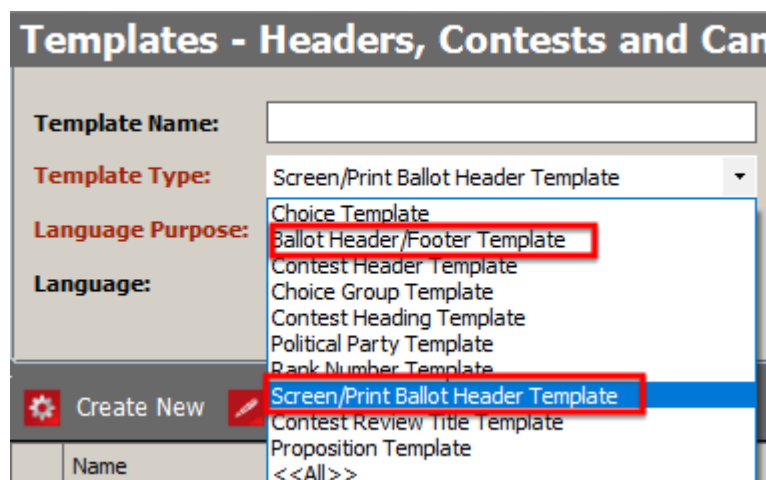


5. Click **Search** to view the list of ballots. Select the ballots to be assigned with the header and then click **Assign and Close**.

*NOTE: In a primary, it may be beneficial to filter the ballots by ballot group.*

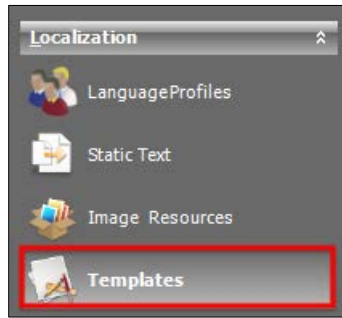


6. Click **Save and Close**.
7. **Repeat** for all Header/Footer templates being used in the election (e.g. BC – Blank Back Page, Screen/Print Ballot Header Templates).



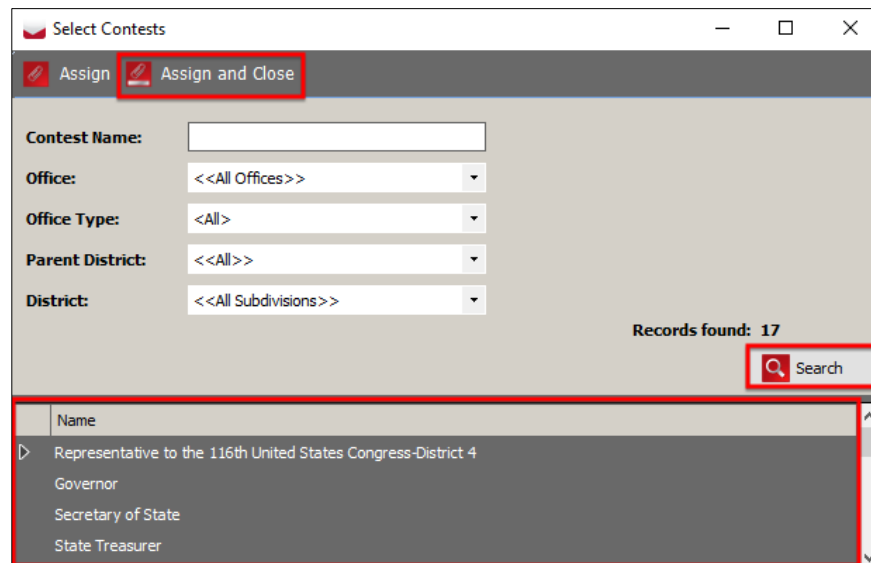
## 4.4 Assign Choice Templates

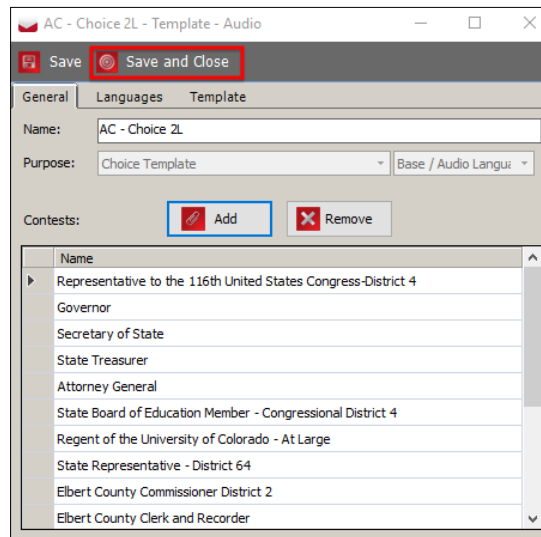
1. Expand the **Localization** section of the left navigation pane and select **Templates**.



2. Click **Search** to view the list of contents.
3. Select the contests to be assigned with the template.
4. Click **Assign and Close**.

*NOTE: Select multiple contests by holding down the shift key, use the alt key to make non continuous selections.*

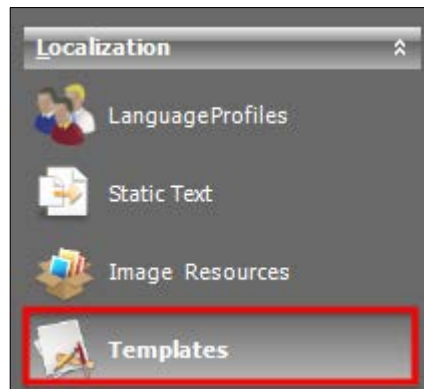




5. Click Save and Close.
5. Repeat for all choice templates needed.
  - AC – Audio Content
  - BC – Ballot Content
  - PC – Print Content
  - SC – Screen Content

## 4.5 Contest Header Templates

1. Expand the **Localization** section of the left navigation pane and select **Templates**.
2. Set the template type as **Contest Header**.
3. Click **Search**.
4. Select the Template to be assigned by double-clicking on it.



5. Templates:
  - Contest Header 1L = Contest Name
  - Contest Header 2L = Contest Name + Vote For One/Two/Etc
  - Contest Header 3L = Contest Name + District # + Vote for One/Etc

6. Click **Search**.

**Templates - Headers, Contests and Candidates**

Template Name:

Template Type: Contest Header Template

Language Purpose: <<All>>

Language: <<All Language Profiles>>

Records found: 13

Search

7. Select the contests to assign and click **Add**.

AC - Contest Header 2L - Template - Audio

Select Contest

Save Save and Close

Assign

General Languages Template

Name: AC - Contest Header 2L

Purpose: Contest Header Template Base / Audio Language

Contests: Add Remove

Records found: 17

Search

Name
Representative to the 116th United States Congress-District 4
Governor
Secretary of State
State Treasurer

8. Click **Assign and Close**.

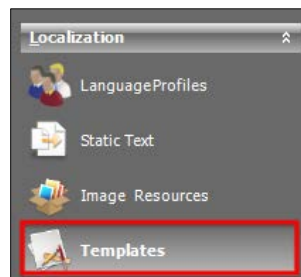
*NOTE: Select multiple contests by holding down the Shift key, use the lt key to make noncontinuous selections.*

- Click **Save and Close**.

- Repeat for all contest header templates needed.
  - AC – Audio Content
  - BC – Ballot Content
  - PC – Print Content
  - SC – Screen Content

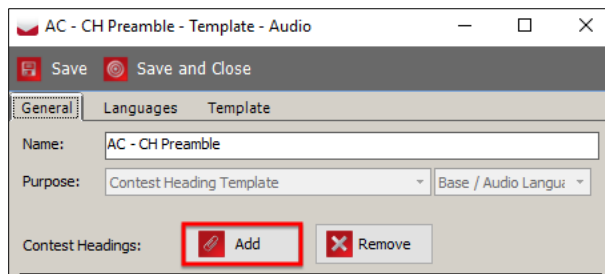
## 4.6 Assign Contest Heading Templates

- Expand the **Localization** section of the left navigation pane and select **Templates**.

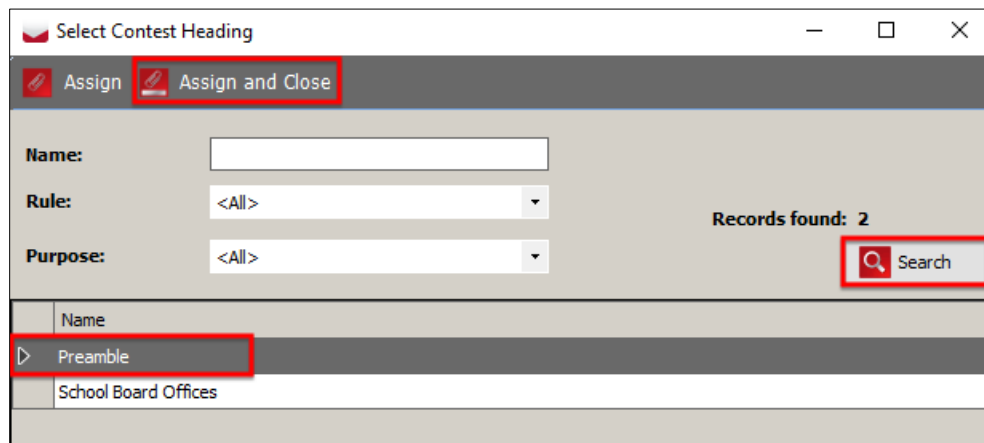


- Set the **Template Type** as **Contest Heading Template**.
- Click **Search**.

- Select the template to be assigned by double-clicking on it.
- Click **Add**.



6. Click **Search**.
7. Click on the contest headings to be assigned. Click **Assign and Close**.

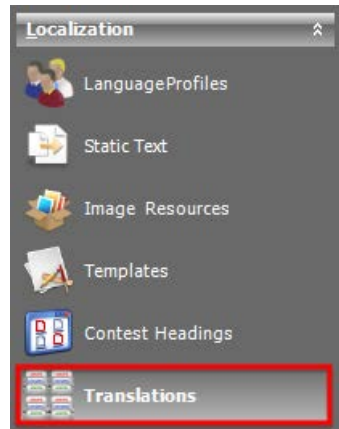


8. Click **Save and Close**. Repeat for each contest heading being used in the election.



## 4.7 Ballot Measures: Style RTF Text

1. Expand the **Localization** section of the left navigation pane and select **Translations**.



2. Set the **Object Type** drop-down menu to **Contest** and click **Search**.

A screenshot of a search form. At the top, the 'Object Type' drop-down menu is set to 'Contest' and is highlighted with a red box. Below it are several input fields: 'Contest Name:', 'Office:', 'Office Type:', 'Parent District:', and 'District:'. Each field has a corresponding drop-down menu. At the bottom right, there is a 'Search' button with a magnifying glass icon, also highlighted with a red box. The text 'Records found:' is visible above the search button.

3. Select the contest to be styled.

	District Court Judge - 18th Judicial Di...	Measure
	District Court Judge - 18th Judicial Di...	Measure
	District Court Judge - 18th Judicial Di...	Measure
	Elbert County Court Judge - Boyette	Measure
▶	Amendment V (Constitutional)	Measure
	Amendment W (Constitutional)	Measure

4. Click on the **Ballot Content** tab.
5. Select the **Description** button and set the type of content to **Custom Text**.

6. The ballot measure text displays in the **Custom Text** area.

Contest: Amendment V (Constitutional) Save & Preview

**Ballot Content** Screen Content Print Content Base/Audio

Language: English - BC

Title Description

Type of Content: Object Name Template **Custom Text**

**Custom Text**

File Edit Format Table View

Arial Narrow 8 B I U abc

Shall there be an amendment to the Colorado constitution concerning a reduction in the age qualification for a member of the general assembly from twenty-five years to twenty-one years?

Units

Base Language: english

Textual Units: ☒ Add ☐ Remove

- 1 Amendment V (CONSTITUTIONAL)
- 2 Vote YES or NO
- 3 State of Colorado
- 4
- 5

**Preview**

Resolved Output: Zoom: 126%

Shall there be an amendment to the Colorado constitution concerning a reduction in the age qualification for a member of the general assembly from twenty-five years to twenty-one years?

7. Apply any necessary styling to the text:
8. Click **OK**.
9. Click **Save & Preview**.
10. Repeat the steps above for all ballot measures.

Contest: Amendment V (Constitutional) Save & Preview

**Ballot Content** Screen Content Print Content Base/Audio

Language: English - BC

Title Description

Type of Content: Object Name Template **Custom Text**

**Custom Text**

File Edit Format Table View

Arial Narrow 8 B I U abc

Shall there be an amendment to the Colorado constitution concerning a reduction in the age qualification for a member of the general assembly from twenty-five years to twenty-one years?

Units

Base Language: english

Textual Units: ☒ Add ☐ Remove

- 1 Amendment V (CONSTITUTIONAL)
- 2 Vote YES or NO
- 3 State of Colorado
- 4
- 5

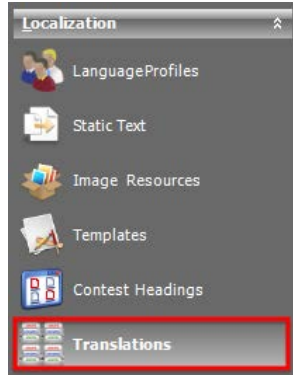
**Preview**

Resolved Output: Zoom: 126%

Shall there be an amendment to the Colorado constitution concerning a reduction in the age qualification for a member of the general assembly from twenty-five years to twenty-one years?

## 4.8 Assign Static Text to Write-ins/No-Candidates Records

1. Expand the **Localization** section of the left navigation pane and select **Translations**.



2. From the **Object Type** drop-down menu, select **Choices** and click **Search**.

A screenshot of a search form. At the top, the 'Object Type' dropdown menu is set to 'Choices' and is highlighted with a red box. Below it are several input fields: 'Name:', 'Office:' (set to '<<All Offices>>'), 'Parent District:' (set to '<<All Areas>>'), 'District:' (set to '<<All Areas>>'), and 'Contest:' (set to '<<All Contests>>'). Below these fields, it says 'Records found: 113'. At the bottom right, there is a 'Search' button with a magnifying glass icon, which is also highlighted with a red box.

3. Scroll to the bottom of the list and select the **Write-in/No candidate** choice(s).

No/Against	KIOWA FIRE PROTECTION...
Yes/For	RATTLESNAKE FIRE PROTE...
No/Against	RATTLESNAKE FIRE PROTE...
Write-in	Representative to the 116t...

4. Click on the **Ballot Content** tab and set the type of content to **Static Text**.
5. Click **Save & Preview**.
6. The text displays in the **Preview** area.
7. Repeat this for all necessary profiles and all Write-in/No Candidate choices:
  - Base/Audio
  - Ballot Content
  - Screen Content
  - Print Content

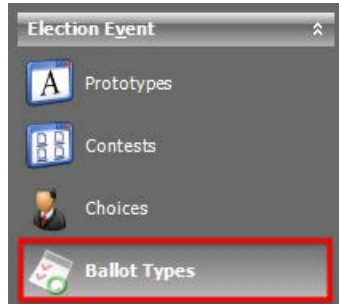
The screenshot shows the 'Choice: Write-in' configuration window. At the top right is a 'Save & Preview' button. Below it are four tabs: 'Ballot Content', 'Screen Content', 'Print Content', and 'Base/Audio'. The 'Ballot Content' tab is active. In the main area, 'Language' is set to 'English - BC'. Below that, 'Type of Content' has three options: 'Object Name', 'Custom Text', and 'Static Text', with 'Static Text' being selected. To the right is a 'Units' panel with 'Base Language' set to 'english' and 'Textual Units' with 'Add' and 'Remove' buttons. At the bottom is a 'Preview' section with a 'Resolved Output' label and a 'Zoom' set to '300%'. The preview area displays the text 'Write-in:'.

8. Create a back-up of the project package.

## 4.9 Preview Ballots a Second Time

Ballot Type in EED refers to your SCORE district style and Ballot Cards refers to your SCORE ballot style.

1. Expand the **Election Event** section of the left navigation pane and select **Ballot Types**.



2. Click **Search** to view the list of ballot types.

A screenshot of the 'Election Event - Ballot Types' search form. It has a title bar and a search area. The search area contains four labels: 'Precinct Name:', 'Contest:', 'Generation Cycle:', and 'Ballot Group:'. Each label is followed by a text input field. The 'Contest:', 'Generation Cycle:', and 'Ballot Group:' fields are dropdown menus. The 'Contest:' dropdown shows '<<All Contests>>'. The 'Generation Cycle:' dropdown shows '<<All>'. The 'Ballot Group:' dropdown shows '<<All>'. To the right of these fields, it says 'Records found: First 11'. At the bottom right, there is a red button with a magnifying glass icon and the text 'Search'.

3. Highlight the ballot type to be reviewed and double-click. Select **Generate Preview** to view the ballot.

A screenshot of the 'ELZ\_F5 - Ballot Type' form. It has a title bar and a 'Save' button. Below the title bar, there are four tabs: 'General', 'Ballot Contests', 'Precincts', and 'Ballot Card Models'. The 'General' tab is selected. It contains several input fields: 'Name:' with 'ELZ\_F5', 'External Id:', 'Abbreviation:', and 'Ballot Group:' with 'Default'. Below these fields is a large empty box labeled 'List Of Precincts:'. At the bottom right, there is a red button with a magnifying glass icon and the text 'Generate Preview'.

4. Repeat for other ballot types.

## 4.10 Set Contests to a Second Card (if applicable)

If ballots can't be previewed or created because there is not enough room on one card, contests can be manually moved to a second card.

1. Expand the **Election Event** section of the left navigation pane and select **Contests**.



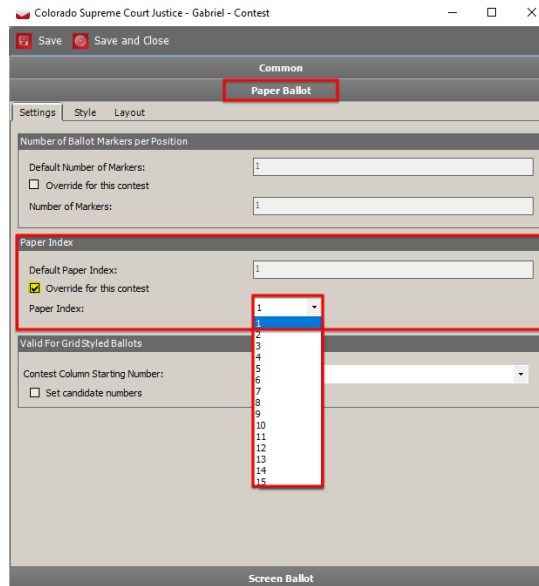
2. Click **Search** to view the list of contests.

A screenshot of the 'Election Event - Contests' search form. It features several dropdown menus for filtering: 'Contest Name', 'Office' (set to '<<All Offices>>'), 'Office Type' (set to '<All>'), 'Parent District' (set to '<<All>>'), and 'District' (set to '<<All Subdivisions>>'). To the right of these filters, it says 'Records found: First 54'. A red rectangle highlights the 'Search' button, which has a magnifying glass icon. At the bottom, there is a toolbar with icons for 'Create New', 'Delete', 'Move Up', 'Move Down', 'Duplicate', 'Set Party', and 'Assign Values'.

3. Double-click the contest to move to the new card from the list.

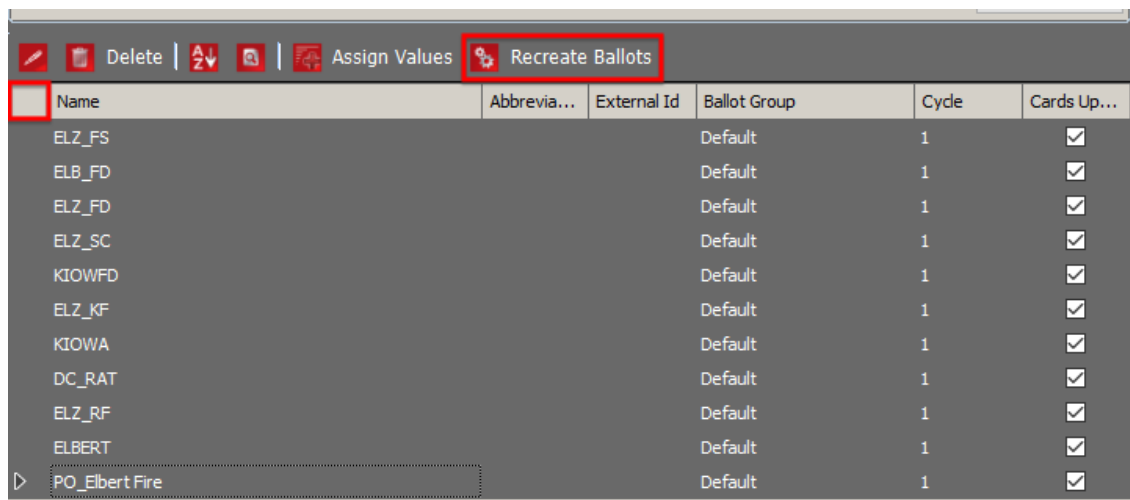
Create New   Delete   Move Up   Move Down   Duplicate   Set Party   Assign Values									
Name	Office	District	Pa...	La...	Au...	Dis...	De...	Re...	
Elbert County Surveyor	Elbert C...	Elbert	Any...	2	0	<input type="checkbox"/>	16	15	
Elbert County Coroner	Elbert C...	Elbert	Any...	2	0	<input type="checkbox"/>	17	16	
Kiowa Mayor	Kiowa ...	Kiowa	Any...	2	0	<input type="checkbox"/>	18	17	
Kiowa Trustee	Kiowa T...	Kiowa	Any...	2	0	<input type="checkbox"/>	19	18	
▶ Colorado Supreme Court Justice - Gabriel	Colorad...	State o...	Any...	3	0	<input type="checkbox"/>	20	19	
Colorado Court of Appeals Judge - Dailey	Colorad...	State o...	Any...	3	0	<input type="checkbox"/>	21	20	
Colorado Court of Appeals Judge - Freyre	Colorad...	State o...	Any...	3	0	<input type="checkbox"/>	22	21	

4. Click on the **Paper Ballot** bar at the bottom of the screen to get to the paper ballot settings.
5. On the **Settings** tab, go to the **Paper Index** section.
6. Check the **Override for this contest** box and set the paper index to the card that the contest shows up on (e.g. 1 = Card 1, 2=Card 2 and so on).
7. Click **Save and Close**.



8. Repeat for all contests that must be moved to the new card.
9. Recreate the ballots to apply the card update:
10. From the left navigation pane, expand the **Election Event** section and then select **Ballot Types**.

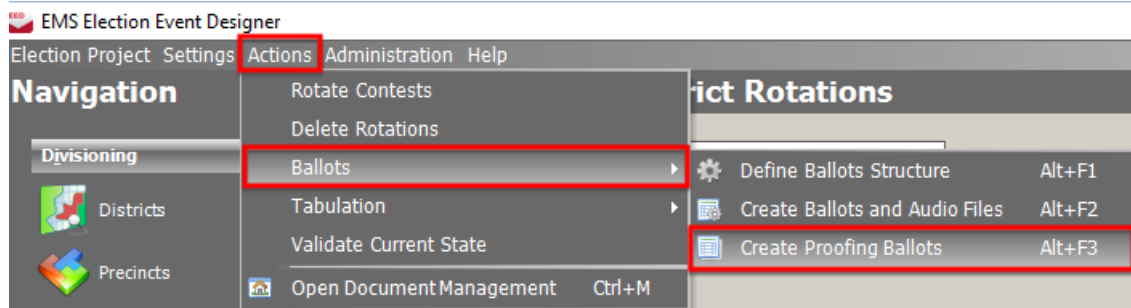
Click **Search**, highlight all ballot types, and click on the **Recreate Ballots** button.



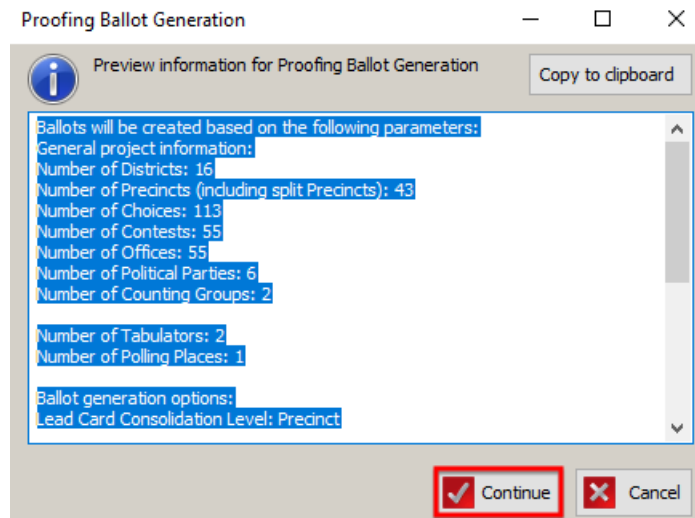
CREATE A BACKUP OF THE PROJECT PACKAGE.

## 4.11 Create Proofing Ballots

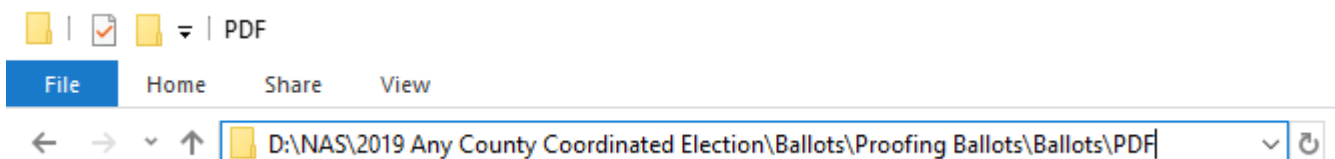
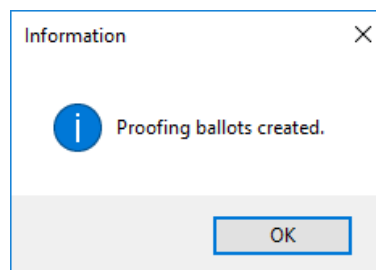
1. Click on **Actions** in the **EMS Election Event Designer**, go to **Ballots**, and select **Create Proofing Ballots**.



2. The **Proofing Ballot Generation** pop-up displays.



3. Click **Continue**.
4. Once the proofing ballots are created, a confirmation message displays.
5. Click **OK**.
6. Proofing ballot PDFs may be found on the NAS (e.g. D:\NAS\Year Election Name\Ballots\Proofing Ballots\Ballots).










## Chapter Five: Proofing Checkpoint Two

### 5.1 How to Proof the Proofing Ballots

#### 1. Ballot Header and Footer:

- Verify the election title and date
- Verify county name and DEO signature
- Verify the correct precinct and/or ballot type is displayed
- Verify voting instructions (including instructions for casting a write-in vote if there are any qualified write-in candidates, mail ballot, warnings, etc.)
- Verify voting instructions (including instructions for casting a write-in vote if there are any qualified write-in candidates, mail ballot, warnings, etc.)

<b>Official General Election Ballot</b> Elbert County, Colorado Tuesday, November 06, 2018		 Clerk and Recorder	Precinct: 4016420001 Ballot Style: ELZ_FS
<b>How to vote</b> <b>Correct</b>  <ul style="list-style-type: none"><li>• Use blue or black ink</li><li>• Completely fill the oval to the left of your choice</li></ul>	<b>Incorrect</b>  <ul style="list-style-type: none"><li>• Do not vote for more candidates or choices than indicated for each ballot contest</li><li>• Do not sign or initial your ballot or mistakes</li></ul>	<b>If you make a mistake</b>  <ul style="list-style-type: none"><li>• Cross out the entire name or choice that you marked by mistake</li><li>• Completely fill another oval to the left of the correct choice</li></ul>	<b>Optional write-in</b>  <ul style="list-style-type: none"><li>• Completely fill the oval to the left of the words "Write-in"</li><li>• Then legibly print the name of an eligible write-in candidate on the line</li></ul>
<b>WARNING:</b> Any person who, by use of force or other means, unduly influences an eligible elector to vote in any particular manner or to refrain from voting, or who falsely makes, alters, forges, or counterfeits any mail ballot before or after it has been cast, or who destroys, defaces, mutilates, or tampers with a ballot is subject, upon conviction, to imprisonment, or to a fine, or both. Section 1-7.5-107(3)(b), C.R.S.			



Please review and vote both sides of the ballot.



## 2. Ballot Content:

- Verify that only appropriate contests are listed on each ballot type
- Verify the correct contests appear on the ballot, in the correct order
- Verify each contest appears only once on the ballot
- Verify contest titles appear and spelling is correct
- Verify the correct "Vote for" for each contest
- Verify the correct candidates appear in each contest
- Verify candidate names are spelled correctly, including punctuation
- Verify candidates are listed in the correct order in which they should appear on the ballot
- Verify candidate names appear to be of uniform font size
- Verify that all titles and text are correct for every ballot question
- Verify that the correct response set appears with each ballot question (e.g. Yes/For & No/Against)

State Offices		County Treasurer		<input type="radio"/> Yes <input type="radio"/> No	
<b>Governor / Lieutenant Governor</b> (Vote for One Pair)		(Vote for One)		<b>Ballot Measures</b>	
<input type="radio"/> Jared Polis / Dianne Primavera <span style="float: right;">Democratic</span>		<input type="radio"/> Sheryl (Sherry) Hewlett <span style="float: right;">Republican</span>		Ballot questions referred by the general assembly or any political subdivision are listed by letter, and ballot questions initiated by the people are listed numerically. A ballot question listed as an "amendment" proposes a change to the Colorado constitution, and a ballot question listed as a "proposition" proposes a change to the Colorado Revised Statutes. A "yes/for" vote on any ballot question is a vote in favor of changing current law or existing circumstances, and a "no/against" vote on any ballot question is a vote against changing current law or existing circumstances.	
<input type="radio"/> Walker Stapleton / Lang Sias <span style="float: right;">Republican</span>		<b>County Assessor</b> (Vote for One)			
<input type="radio"/> Bill Hammons / Eric Bodenstab <span style="float: right;">Unity</span>		<input type="radio"/> Susan Murphy <span style="float: right;">Republican</span>			
<input type="radio"/> Scott Helker / Michele Poague <span style="float: right;">Libertarian</span>		<b>County Sheriff</b> (Vote for One)			
<b>Secretary of State</b> (Vote for One)		<b>County Surveyor</b> (Vote for One)		<b>State Measures</b>	
		<input type="radio"/> Donald Charabee <span style="float: right;">Democratic</span>		<b>Amendment V (CONSTITUTIONAL)</b>	
		<input type="radio"/> Timothy D. Norton <span style="float: right;">Republican</span>		Shall there be an amendment to the Colorado constitution concerning a reduction in the age qualification for a member of the general assembly from twenty-five years to twenty-one years?	
		<input type="radio"/> Keith Westfall <span style="float: right;">Republican</span>		<input type="radio"/> Yes/For <input type="radio"/> No/Against	
				<b>Amendment W (CONSTITUTIONAL)</b>	

## Chapter Six: Ballots Generated

### Checklist – Ballots Generated

In the next phase of the Election Setup process, you will assign ballot header and footer templates, as well as contest heading, header, and choice templates. Additionally, you create proofing ballots and proof the overall look and feel of your ballots.

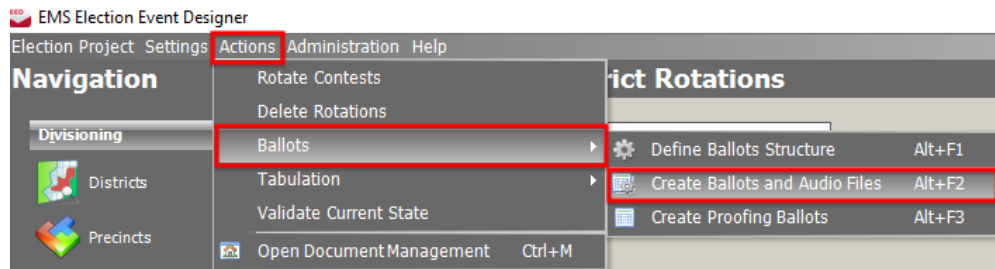
#### **Item(s) to check:**

- ☐ Create official ballots
- ☐ Preview synthesized audio
- ☐ Edit synthesized audio
- ☐ Create Election Files

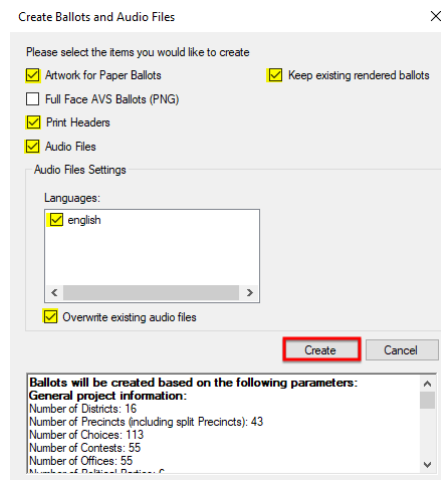


## 6.1 Create Official Ballots

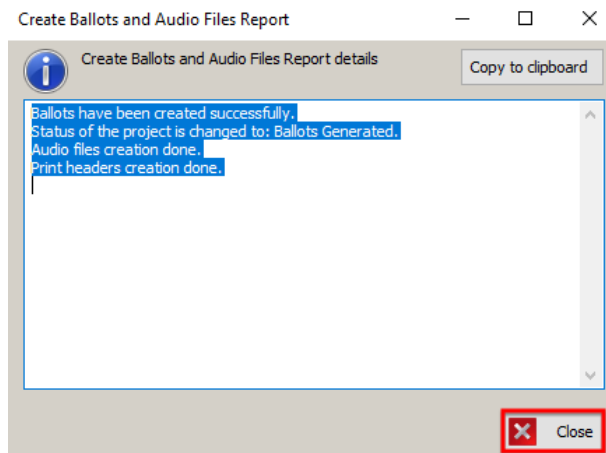
1. Select **Actions**
2. Select **Ballots**.
3. Select **Create Ballots and Audio Files**.



4. From the **Create Ballots and Audio Files** pop-up, check the boxes for the following:
  - Artwork for Paper Ballots
  - Print Headers
  - Audio Files
  - (English/Spanish – if applicable)
  - Overwrite existing audio files
  - Keep existing rendered ballots.
5. Click **Create**.

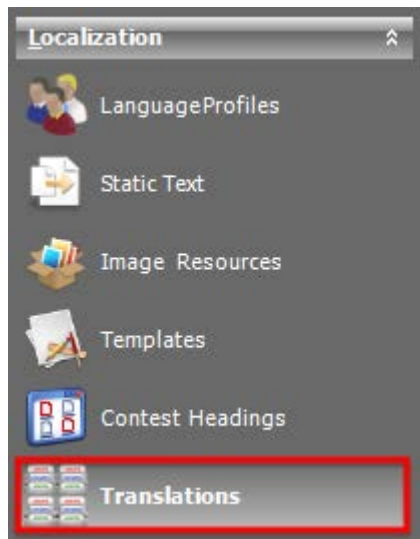


6. Once the ballots are created, a confirmation message displays.
7. Click **Close**.



## 6.2 Preview Synthesized Audio

1. Open the **Translations** screen.



2. Search for the type of object to proof audio for (e.g. Choices, Contests, Political Party, etc.).

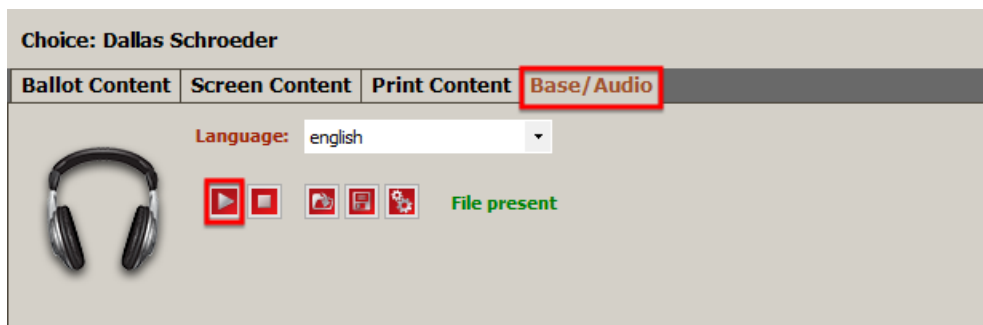
A screenshot of a search form. The "Object Type:" dropdown menu is set to "Choices" and is highlighted with a red box. Below it are input fields for "Name:", "Office:", "Parent District:", "District:", and "Contest:", each with a dropdown menu. The "Contest:" dropdown is currently set to "<<All Contests>>". At the bottom right, there is a "Search" button with a magnifying glass icon, also highlighted with a red box. Above the button, it says "Records found: 113".

3. Select the item for preview from the search results.

	Name	Contest
▷	Dallas Schroeder	Elbert County Clerk and Recorder
	Sheryl (Sherry) Hewlett	Elbert County Treasurer
	Susan Murphy	Elbert County Assessor
	Donald Charobee	Elbert County Sheriff

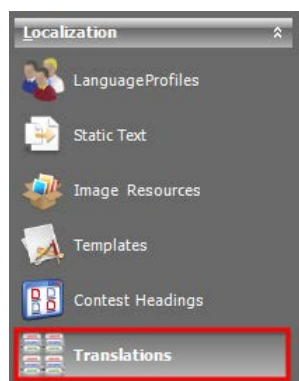
- Click on the **Base/Audio** tab.
- Click the **Play** button.

*Note: If the Play button is not present, ensure the Base/Audio language profile tab is selected.*



### 6.3 Edit Synthesized Audio

- Open the **Translations** screen.



- Search for the type of object to proof audio for (e.g. Choices, Contests, Political Party, etc.).

3. Select the item to edit from the search results.

Name	Contest
Dallas Schroeder	Elbert County Clerk and Recorder
Sheryl (Sherry) Hewlett	Elbert County Treasurer
Susan Murphy	Elbert County Assessor
Donald Charobee	Elbert County Sheriff

4. Select the **Base/Audio** tab and set the type of content to **Custom Text**.

Choice: Dallas Schroeder

Ballot Content Screen Content Print Content **Base/Audio**

Language: english

File present

Type of Content: Object Name Template **Custom Text** Ballot Text

Custom Text

File Edit Format Table View

Arial 10 B I U abc

Dallas Schroeder

5. Enter the phonetic spelling in the custom text section
6. Click **Save & Preview**.
7. To regenerate the audio for the selected choice only, click the **Generate** button.

Choice: Dallas Schroeder

Ballot Content Screen Content Print Content **Base/Audio** **Save & Preview**

Language: english

File present

Type of Content: Object Name Template **Custom Text** Ballot Text

Custom Text

File Edit Format Table View

Arial 10 B I U abc

Dallas Shroh-dir  
<break time=300ms/>

Units

Base Language: english

Textual Units: Add Remove

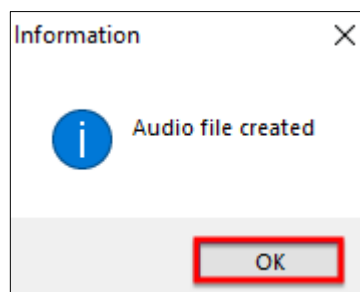
1 Dallas Schroeder

2 Republican

3

4

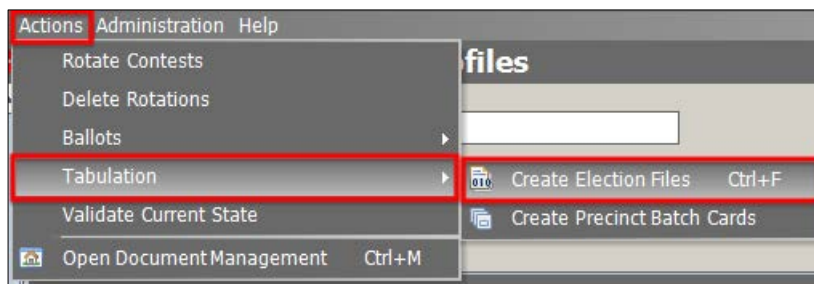
8. An informational message displays when the audio is created.



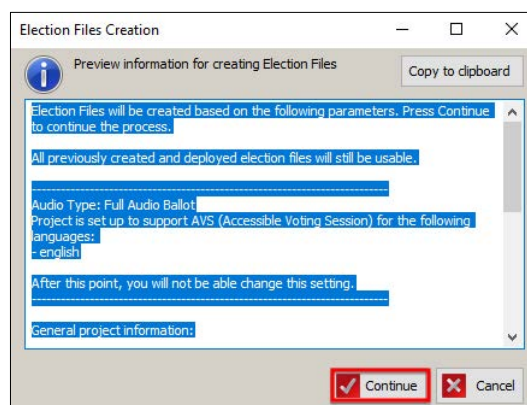
9. Click **OK**.

## 6.4 Create Election Files

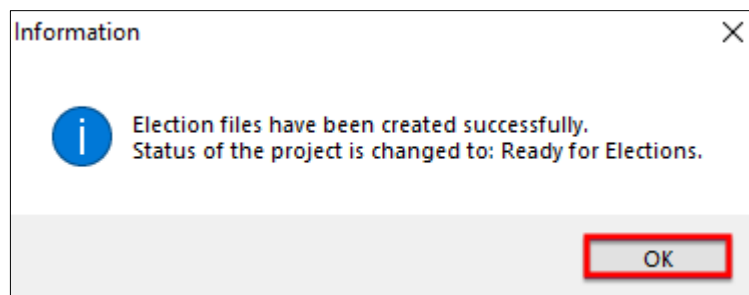
1. Select **Actions**.
2. Select **Tabulation**.
3. Select **Create Election Files**.



4. A confirmation window displays.
5. Click **Continue**.



6. A success message displays when the election files have generated successfully.



7. Click **OK**.

*NOTE: An informational warning may appear that the ICC will not be part of any EDES file. Click Continue.*

CREATE A BACKUP OF THE PROJECT PACKAGE.











## Chapter Seven: Proofing Checkpoint Three

### 7.1 Final Review of Official Ballots

1. Retrieve final, official ballots from NAS and perform a final review.

*NOTE: After final review, it is recommended that at least one ballot of each style is printed and a mini LAT is conducted prior to sending the final ballot PDF files to the desired print vendor.*


<< Ballots > Official Ballots > PDF			▼ ↺
Name	Date modified	Type	
 4016420004 - ELZ_SC-ELZ_SC.pdf	5/17/2019 11:29 PM	Adobe Acrobat	
 4016420004 - KIWFD-KIWFD.pdf	5/17/2019 11:30 PM	Adobe Acrobat	
 4016420005-ELZ_FS.pdf	5/17/2019 11:29 PM	Adobe Acrobat	
 4016420006 - ELZ_FS-ELZ_FS.pdf	5/17/2019 11:29 PM	Adobe Acrobat	
 4016420006 - ELZ_KF-ELZ_KF.pdf	5/17/2019 11:29 PM	Adobe Acrobat	
 4016420006 - KIOWA-KIOWA.pdf	5/17/2019 11:30 PM	Adobe Acrobat	
 4016420006 - KIWFD-KIWFD.pdf	5/17/2019 11:30 PM	Adobe Acrobat	
 4016420007-DC_RAT.pdf	5/17/2019 11:29 PM	Adobe Acrobat	

### 7.2 Review Audio/Electronic Ballot Headers

1. Democracy Suite – Audio Studio may also be used for proofing. This is helpful if there are multiple people assisting with audio proofing.



2. Retrieve final electronic ballot headers from NAS and perform a final review:
  - Verify Election Title
  - Verify Election Date
  - Verify County Name
  - Verify the correct DEO signature is present
  - Verify the correct Ballot Type/District Style is displayed

<b>Official General Election Ballot</b> Elbert County, Colorado Tuesday, November 6, 2018  Clerk and Recorder	Ballot Type: ELZ_FS
---	---------------------

**Instructions to Voters:**

1. Remember to place your ballot in a ballot box before exiting the polling place. Your ballot is not cast until it has been placed in a ballot box.
2. If you make a mistake, contact a pollworker before placing your ballot in the ballot box. Do not cross out or erase errors.

## Chapter Eight: Ready for Elections/Project Completion

### Checklist – Project Completion

In the next phase of the Election Setup process, you will assign ballot header and footer templates, as well as contest heading, header, and choice templates. Additionally, you create proofing ballots and proof the overall look and feel of your ballots.

#### **Item(s) to check:**

- ☐ Create additional users
- ☐ Add qualified write-in candidates
- ☐ Enable adjudication



## 8.1 Create Additional Users

1. Click on **Administration**
2. Click on **Application Users**
3. Click on **Search**
4. Change the Application drop-down to **EMS-EED** or **EMS-RTR**
5. Click **Create New**

EMS Election Event Designer

Election Project Settings Actions Administration Help

**Navigation**

- Divisioning
- Election Event
- Tabulation
- Localization
- Reports
- Administration**
  - Application Users**
  - Roles

**Administration - Application User**

User Name:

Status:

Application:   
 EMS RTR  
 EMS EED  
 <All>

Records found: 3

User Name	First Name	Last Name	Role
Techadvisor	John	Smith	EED Technical Advisor
RTRAdmin			RTR Administrator
Admin			EED Administrator

Active Election Project Name: Colorado Demo | Status: Ready for Elections - Cycle 1 | User Name: Admin | User Role: EED Administrator

6. In the **Application User** Screen, enter the desired Username
7. Ensure the Role reflects the user being created
8. Change the radio button to **Manually Create Password**
9. Enter the desired password and type again in the **Confirm Password** field
10. Click on **Save and Close**
11. Double-click on the newly created user in the **Application Users** window and change the **Status** drop-down from initial to **Active**
12. Click **Save and Close**

Application User

Username:

Role:

Status:

☐ Automatically create password

☒ Manually create password

Generate Password

Password not set

Password:

Confirm Password:

First Name:

Last Name:

Position:

Description:

Contact Address:

Contact Phone 1:

Contact Phone 2:

Contact e-mail:

## 8.2 Add Qualified Write-in Candidates

1. Expand the **Election Event** menu.



2. Click **Choices**.
3. Select the appropriate filters in the **Office**, **District**, **Parent District**, and **Contest** drop-down menus.
4. Once the correct contest is filtered, click **Create New**.

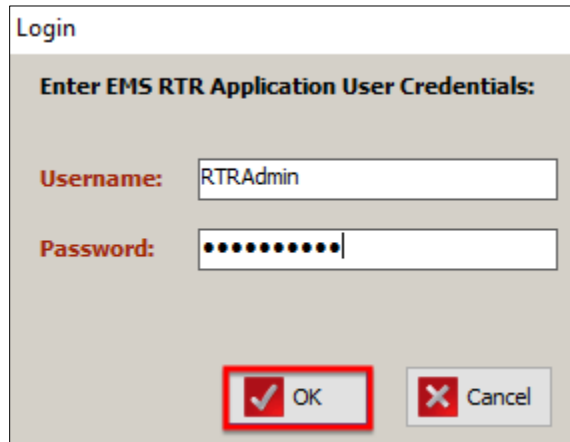
A screenshot of a web form titled "Election Event - Choices". It contains several drop-down menus: "Office" (Governor), "Parent District" (Countywide), "District" (State of Colorado), and "Contest" (Governor). These menus are grouped together and highlighted with a red rectangular border. To the right of the filters, it says "Records found: First 0" and there is a "Search" button. At the bottom of the form, there is a toolbar with icons and buttons. The "Create New" button, which has a gear icon, is highlighted with a red rectangular border.

5. Enter the candidate's name, enter an **External ID**, and ensure the **Type** is **Qualified Write In**.
6. Click **Save and Close**.

A screenshot of a "Choice" form window. The window has a title bar with "Choice" and standard window controls. Below the title bar are two buttons: "Save" and "Save and Close". The "Save and Close" button is highlighted with a red rectangular border. The form has two tabs: "General" and "Personal". The "General" tab is selected. It contains several fields: "Name" (with placeholder text "Qualified Write-In Candidate Name Goes Here"), "Contest" (Governor), "External ID" (115), "Type" (Qualified Write In), "Choice Group" (<<None>>), "Global order" (115), and "Cell Reference". At the bottom, there are four checkboxes: "Disabled", "Incumbent", "Has Prototype", and "Non-Rotatable". The "Name", "Contest", and "External ID" fields are grouped together and highlighted with a red rectangular border.

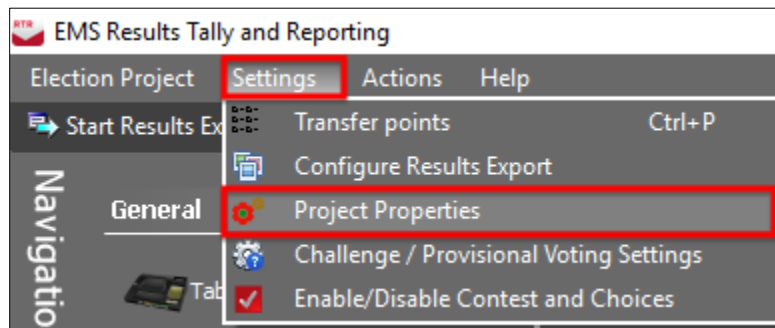
## 8.3 Enable Adjudication

1. Open RTR and log into the election.



A login dialog box titled "Login" with a subtitle "Enter EMS RTR Application User Credentials:". It contains two input fields: "Username:" with the text "RTRAdmin" and "Password:" with masked characters. At the bottom, there are two buttons: "OK" with a checkmark icon and "Cancel" with an 'X' icon. The "OK" button is highlighted with a red rectangle.

2. Select **Settings** and then select **Project Properties**.



3. Check the **Enable Adjudication** box.
4. Click **OK**.

CREATE A BACKUP OF THE PROJECT PACKAGE.

## Chapter Nine: Appendices

### A) D-Suite Ballot Anatomy

Below is an example of a Democracy Suite ballot.

Here is the ballot, broken down by the nomenclature used by D-Suite.

The diagram illustrates the anatomy of a Democracy Suite ballot, showing the layout and the specific nomenclature used by D-Suite. The ballot is divided into three main sections: City of Everywhere Municipal Offices, City of Everywhere Ballot Questions & Issues, and City of Everywhere Ballot Questions & Issues. The annotations highlight the following components:

- Ballot Header:** The top section of the ballot, containing the title "OFFICIAL BALLOT CITY OF ANYWHERE, COLORADO REGULAR MUNICIPAL ELECTION MAY 2, 2017" and the signature of John E. Doe, City Clerk.
- Contest Heading:** The heading for the first section, "City of Everywhere Municipal Offices".
- Measure: Set to Cascade Rendering:** The heading for the second section, "City of Everywhere Ballot Questions & Issues".
- Measure: Set to Reduced Rendering:** The heading for the third section, "City of Everywhere Ballot Questions & Issues".
- Barcode and Ballot ID:** The bottom section of the ballot, containing a barcode and the ballot ID.

The ballot content is as follows:

**OFFICIAL BALLOT**  
CITY OF ANYWHERE, COLORADO  
REGULAR MUNICIPAL ELECTION  
MAY 2, 2017

John E. Doe  
City Clerk  
City of Anywhere, Colorado

**INSTRUCTIONS TO VOTERS**

- To vote for a candidate or ballot question, completely fill in the oval to the left of your choice. Do not use X's or check marks.
- Use only blue or black ink. Do not use red or other color of ink.
- If you tear, deface or incorrectly mark this ballot, return it and request a replacement.

**City of Everywhere Municipal Offices**  
(Vote for One)

☐ Matt Langdon  
☐ Fiona Howard  
☐ Lisa Harboe  
☐ Olivia Underwood  
☐ Harry Churchill  
☐ Write-in:

**City Council - At Large**  
(Vote for One)

☐ Victoria Vaughan  
☐ William Burgess

**City Council - District 1**  
(Vote for One)

☐ Jacob MacDonald  
☐ Connor Sutherland

**City of Everywhere Ballot Questions & Issues**

**Reduced Taxes Question 1A**  
Vote Yes/For or No/Against

But I must explain to you how all this mistaken idea of denouncing pleasure and praising pain was born and I will give you a complete account of the system, and expound the actual teachings of the great explorer of the truth, the master-builder of human happiness. No one rejects, dislikes, or avoids pleasure itself, because it is pleasure, but because those who do not know how to pursue pleasure rationally encounter consequences that are extremely painful. Nor again is there anyone who loves or pursues or desires to obtain pain of itself, because it is pain, but because occasionally circumstances occur in which toil and pain can procure him some great pleasure. To take a trivial example, which of us ever undertakes laborious physical exercise, except to obtain some advantage from it?

☐ Yes/For  
☐ No/Against

**Cascading Sales Taxes Question 1B**  
Vote Yes/For or No/Against

Far far away, behind the world mountains, far from the countries Vokalia and Consonantia, there live the blind texts. Separated they live in Bookmarksgrove right at the coast of the Semantics, a large language ocean. A small river named Duden flows by their place and supplies it with the necessary regalia?

☐ Yes/For  
☐ No/Against

**Normal School Hours Issue 1C**  
Vote Yes or No

It is a paradisematic country, in which roasted parts of sentences fly into your mouth. Even the all-powerful Pointing has no control about the blind texts it is an almost unorthographic life One day however a small line of blind text by the name of Lorem Ipsum decided to leave for the far World of Grammar. Should the Big Oxmox advise her not to do so?

☐ Yes  
☐ No

## B) Understanding the Template Project

Purpose	Language	Template to assign	Contests	Template	Template Preview
Contest Header Template	Base/Audio Language	AC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Pause#300ms #Header Line#EN-3 #Pause#300ms #Header Line#EN-2 #Pause#300ms	State Representative <break time='300ms'/> District 24 <break time='300ms'/> Vote for One <break time='300ms'/>
Contest Header Template	Screen Content	SC – Contest Header 1L	MEASURES	#Header Line#EN-1	
Contest Header Template	Screen Content	SC – Contest Header 2L	<ul style="list-style-type: none"> <li>Governor</li> <li>Attorney General</li> <li>Regent of the University of Colorado – At Large</li> <li>Secretary of State</li> <li>State Board of Education Member – At Large</li> <li>State Board of Education Member – Congressional District ##</li> <li>State Treasurer</li> </ul>	#Header Line#EN-1 #Header Line#EN-2	<b>Secretary of State</b> Vote for One
Contest Header Template	Screen Content	SC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Header Line#EN-3 #Header Line#EN-2	<b>State Representative</b> District 24 Vote for One
Contest Header Template	Print Content	PC – Contest Header	<ul style="list-style-type: none"> <li>ALL CONTESTS</li> </ul>	#Header Line#EN-1	<b>Secretary of State</b>
Contest Header Template	Base/Audio Language	AC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Pause#300ms #Header Line#EN-3 #Pause#300ms #Header Line#EN-2 #Pause#300ms	State Representative <break time='300ms'/> District 24 <break time='300ms'/> Vote for One <break time='300ms'/>
Contest Header Template	Screen Content	SC – Contest Header 1L	<ul style="list-style-type: none"> <li>MEASURES</li> </ul>	#Header Line#EN-1	

Contest Header Template	Screen Content	SC – Contest Header 2L	<ul style="list-style-type: none"> <li>▪ Governor</li> <li>▪ Attorney General</li> <li>▪ Regent of the University of Colorado – At Large</li> <li>▪ Secretary of State</li> <li>▪ State Board of Education Member – At Large</li> <li>▪ State Board of Education Member – Congressional District ##</li> <li>▪ State Treasurer</li> </ul>	<div>#Header Line#EN-1</div> <div>#Header Line#EN-2</div>	<div>Secretary of State</div> <div>Vote for One</div>
Contest Header Template	Screen Content	SC – Contest Header 3L	<ul style="list-style-type: none"> <li>▪ Representative to the 116<sup>th</sup> US Congress</li> <li>▪ State Representative</li> <li>▪ State Senator</li> </ul>	<div>#Header Line#EN-1</div> <div>#Header Line#EN-3</div> <div>#Header Line#EN-2</div>	<div>State Representative</div> <div>District 24</div> <div>Vote for One</div>
Contest Header Template	Print Content	PC – Contest Header	<ul style="list-style-type: none"> <li>▪ ALL CONTESTS</li> </ul>	<div>#Header Line#EN-1</div>	<div>Secretary of State</div>
Contest Header Template	Base/Audio Language	AC – Contest Header 3L	<ul style="list-style-type: none"> <li>▪ Representative to the 116<sup>th</sup> US Congress</li> <li>▪ State Representative</li> <li>▪ State Senator</li> </ul>	<div>#Header Line#EN-1</div> <div>#Pause#300ms</div> <div>#Header Line#EN-3</div> <div>#Pause#300ms</div> <div>#Header Line#EN-2</div> <div>#Pause#300ms</div>	<div>State Representative</div> <div>&lt;break time='300ms'/&gt;</div> <div>District 24</div> <div>&lt;break time='300ms'/&gt;</div> <div>Vote for One</div> <div>&lt;break time='300ms'/&gt;</div>
Contest Header Template	Screen Content	SC – Contest Header 1L	MEASURES	<div>#Header Line#EN-1</div>	
Contest Header Template	Screen Content	SC – Contest Header 2L	<ul style="list-style-type: none"> <li>▪ Governor</li> <li>▪ Attorney General</li> <li>▪ Regent of the University of Colorado – At Large</li> <li>▪ Secretary of State</li> <li>▪ State Board of Education Member – At Large</li> <li>▪ State Board of Education Member – Congressional District ##</li> <li>▪ State Treasurer</li> </ul>	<div>#Header Line#EN-1</div> <div>#Header Line#EN-2</div>	<div>Secretary of State</div> <div>Vote for One</div>
Contest Header Template	Screen Content	SC – Contest Header 3L	<ul style="list-style-type: none"> <li>▪ Representative to the 116<sup>th</sup> US Congress</li> <li>▪ State Representative</li> <li>▪ State Senator</li> </ul>	<div>#Header Line#EN-1</div> <div>#Header Line#EN-3</div> <div>#Header Line#EN-2</div>	<div>State Representative</div> <div>District 24</div> <div>Vote for One</div>
Contest Header Template	Print Content	PC – Contest Header	ALL CONTESTS	<div>#Header Line#EN-1</div>	<div>Secretary of State</div>



Contest Header Template	Base/Audio Language	AC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Pause#300ms #Header Line#EN-3 #Pause#300ms #Header Line#EN-2 #Pause#300ms	State Representative <break time='300ms'/> District 24 <break time='300ms'/> Vote for One <break time='300ms'/>
Contest Header Template	Screen Content	SC – Contest Header 1L	MEASURES	#Header Line#EN-1	
Contest Header Template	Screen Content	SC – Contest Header 2L	<ul style="list-style-type: none"> <li>Governor</li> <li>Attorney General</li> <li>Regent of the University of Colorado – At Large</li> <li>Secretary of State</li> <li>State Board of Education Member – At Large</li> <li>State Board of Education Member – Congressional District ##</li> <li>State Treasurer</li> </ul>	#Header Line#EN-1 #Header Line#EN-2	<b>Secretary of State</b> Vote for One
Contest Header Template	Screen Content	SC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Header Line#EN-3 #Header Line#EN-2	<b>State Representative</b> District 24 Vote for One
Contest Header Template	Print Content	PC – Contest Header	ALL CONTESTS	#Header Line#EN-1	<b>Secretary of State</b>
Contest Header Template	Base/Audio Language	AC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Pause#300ms #Header Line#EN-3 #Pause#300ms #Header Line#EN-2 #Pause#300ms	State Representative <break time='300ms'/> District 24 <break time='300ms'/> Vote for One <break time='300ms'/>
Contest Header Template	Screen Content	SC – Contest Header 1L	MEASURES	#Header Line#EN-1	
Contest Header Template	Screen Content	SC – Contest Header 2L	<ul style="list-style-type: none"> <li>Governor</li> <li>Attorney General</li> <li>Regent of the University of Colorado – At Large</li> <li>Secretary of State</li> <li>State Board of Education Member – At Large</li> <li>State Board of Education Member – Congressional District ##</li> <li>State Treasurer</li> </ul>	#Header Line#EN-1 #Header Line#EN-2	<b>Secretary of State</b> Vote for One
Contest Header Template	Screen Content	SC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Header Line#EN-3 #Header Line#EN-2	<b>State Representative</b> District 24 Vote for One

Contest Header Template	Print Content	PC – Contest Header	ALL CONTESTS	#Header Line#EN-1	Secretary of State
Contest Header Template	Base/Audio Language	AC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Pause#300ms #Header Line#EN-3 #Pause#300ms #Header Line#EN-2 #Pause#300ms	State Representative <break time='300ms'/> District 24 <break time='300ms'/> Vote for One <break time='300ms'/>
Contest Header Template	Screen Content	SC – Contest Header 1L	MEASURES	#Header Line#EN-1	
Contest Header Template	Screen Content	SC – Contest Header 2L	<ul style="list-style-type: none"> <li>Governor</li> <li>Attorney General</li> <li>Regent of the University of Colorado – At Large</li> <li>Secretary of State</li> <li>State Board of Education Member – At Large</li> <li>State Board of Education Member – Congressional District ##</li> <li>State Treasurer</li> </ul>	#Header Line#EN-1 #Header Line#EN-2	<b>Secretary of State</b> Vote for One
Contest Header Template	Screen Content	SC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Header Line#EN-3 #Header Line#EN-2	<b>State Representative</b> District 24 Vote for One
Contest Header Tempalte	Print Content	PC – Contest Header	ALL CONTESTS	#Header Line#EN-1	Secretary of State
Contest Header Template	Base/Audio Language	AC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Pause#300ms #Header Line#EN-3 #Pause#300ms #Header Line#EN-2 #Pause#300ms	State Representative <break time='300ms'/> District 24 <break time='300ms'/> Vote for One <break time='300ms'/>
Contest Header Template	Screen Content	SC – Contest Header 1L	MEASURES	#Header Line#EN-1	
Contest Header Template	Screen Content	SC – Contest Header 2L	<ul style="list-style-type: none"> <li>Governor</li> <li>Attorney General</li> <li>Regent of the University of Colorado – At Large</li> <li>Secretary of State</li> <li>State Board of Education Member – At Large</li> <li>State Board of Education Member – Congressional District ##</li> <li>State Treasurer</li> </ul>	#Header Line#EN-1 #Header Line#EN-2	<b>Secretary of State</b> Vote for One

Contest Header Template	Screen Content	SC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	<div>#Header Line#EN-1</div> <div>#Header Line#EN-3</div> <div>#Header Line#EN-2</div>	<div>State Representative</div> <div>District 24</div> <div>Vote for One</div>
Contest Header Template	Print Content	PC – Contest Header	ALL CONTESTS	#Header Line#EN-1	Secretary of State
Contest Header Template	Base/Audio Language	AC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	<div>#Header Line#EN-1</div> <div>#Pause#300ms</div> <div>#Header Line#EN-3</div> <div>#Pause#300ms</div> <div>#Header Line#EN-2</div> <div>#Pause#300ms</div>	<div>State Representative</div> <div>&lt;break time='300ms'/&gt;</div> <div>District 24</div> <div>&lt;break time='300ms'/&gt;</div> <div>Vote for One</div> <div>&lt;break time='300ms'/&gt;</div>
Contest Header Template	Screen Content	SC – Contest Header 1L	MEASURES	#Header Line#EN-1	
Contest Header Template	Screen Content	SC – Contest Header 2L	<ul style="list-style-type: none"> <li>Governor</li> <li>Attorney General</li> <li>Regent of the University of Colorado – At Large</li> <li>Secretary of State</li> <li>State Board of Education Member – At Large</li> <li>State Board of Education Member – Congressional District ##</li> <li>State Treasurer</li> </ul>	<div>#Header Line#EN-1</div> <div>#Header Line#EN-2</div>	<div>Secretary of State</div> <div>Vote for One</div>
Contest Header Template	Screen Content	SC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	<div>#Header Line#EN-1</div> <div>#Header Line#EN-3</div> <div>#Header Line#EN-2</div>	<div>State Representative</div> <div>District 24</div> <div>Vote for One</div>
Contest Header Template	Print Content	PC – Contest Header	ALL CONTESTS	#Header Line#EN-1	Secretary of State
Contest Header Template	Base/Audio Language	AC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	<div>#Header Line#EN-1</div> <div>#Pause#300ms</div> <div>#Header Line#EN-3</div> <div>#Pause#300ms</div> <div>#Header Line#EN-2</div> <div>#Pause#300ms</div>	<div>State Representative</div> <div>&lt;break time='300ms'/&gt;</div> <div>District 24</div> <div>&lt;break time='300ms'/&gt;</div> <div>Vote for One</div> <div>&lt;break time='300ms'/&gt;</div>
Contest Header Template	Screen Content	SC – Contest Header 1L	MEASURES	#Header Line#EN-1	
Contest Header Template	Screen Content	SC – Contest Header 2L	<ul style="list-style-type: none"> <li>Governor</li> <li>Attorney General</li> <li>Regent of the University of Colorado – At Large</li> <li>Secretary of State</li> <li>State Board of Education Member – At Large</li> </ul>	<div>#Header Line#EN-1</div> <div>#Header Line#EN-2</div>	<div>Secretary of State</div> <div>Vote for One</div>

			<ul style="list-style-type: none"> <li>State Board of Education Member – Congressional District ##</li> <li>State Treasurer</li> </ul>		
Contest Header Template	Screen Content	SC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Header Line#EN-3 #Header Line#EN-2	<b>State Representative</b> District 24 Vote for One
Contest Header Template	Print Content	PC – Contest Header	ALL CONTESTS	#Header Line#EN-1	<b>Secretary of State</b>
Contest Header Template	Base/Audio Language	AC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Pause#300ms #Header Line#EN-3 #Pause#300ms #Header Line#EN-2 #Pause#300ms	State Representative <break time='300ms'/> District 24 <break time='300ms'/> Vote for One <break time='300ms'/>
Contest Header Template	Screen Content	SC – Contest Header 1L	MEASURES	#Header Line#EN-1	
Contest Header Template	Screen Content	SC – Contest Header 2L	<ul style="list-style-type: none"> <li>Governor</li> <li>Attorney General</li> <li>Regent of the University of Colorado – At Large</li> <li>Secretary of State</li> <li>State Board of Education Member – At Large</li> <li>State Board of Education Member – Congressional District ##</li> <li>State Treasurer</li> </ul>	#Header Line#EN-1 #Header Line#EN-2	<b>Secretary of State</b> Vote for One
Contest Header Template	Screen Content	SC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Header Line#EN-3 #Header Line#EN-2	<b>State Representative</b> District 24 Vote for One
Contest Header Template	Print Content	PC – Contest Header	ALL CONTESTS	#Header Line#EN-1	<b>Secretary of State</b>
Contest Header Template	Base/Audio Language	AC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Pause#300ms #Header Line#EN-3 #Pause#300ms #Header Line#EN-2 #Pause#300ms	State Representative <break time='300ms'/> District 24 <break time='300ms'/> Vote for One <break time='300ms'/>
Contest Header Template	Screen Content	SC – Contest Header 1L	MEASURES	#Header Line#EN-1	

Contest Header Template	Screen Content	SC – Contest Header 2L	<ul style="list-style-type: none"> <li>▪ Governor</li> <li>▪ Attorney General</li> <li>▪ Regent of the University of Colorado – At Large</li> <li>▪ Secretary of State</li> <li>▪ State Board of Education Member – At Large</li> <li>▪ State Board of Education Member – Congressional District ##</li> <li>▪ State Treasurer</li> </ul>	#Header Line#EN-1 #Header Line#EN-2	Secretary of State Vote for One
Contest Header Template	Screen Content	SC – Contest Header 3L	<ul style="list-style-type: none"> <li>▪ Representative to the 116<sup>th</sup> US Congress</li> <li>▪ State Representative</li> <li>▪ State Senator</li> </ul>	#Header Line#EN-1 #Header Line#EN-3 #Header Line#EN-2	State Representative District 24 Vote for One
Contest Header Template	Print Content	PC – Contest Header	ALL CONTESTS	#Header Line#EN-1	Secretary of State
Contest Header Template	Base/Audio Language	AC – Contest Header 3L	<ul style="list-style-type: none"> <li>▪ Representative to the 116<sup>th</sup> US Congress</li> <li>▪ State Representative</li> <li>▪ State Senator</li> </ul>	#Header Line#EN-1 #Pause#300ms #Header Line#EN-3 #Pause#300ms #Header Line#EN-2 #Pause#300ms	State Representative <break time='300ms'/> District 24 <break time='300ms'/> Vote for One <break time='300ms'/>
Contest Header Template	Screen Content	SC – Contest Header 1L	MEASURES	#Header Line#EN-1	
Contest Header Template	Screen Content	SC – Contest Header 2L	<ul style="list-style-type: none"> <li>▪ Governor</li> <li>▪ Attorney General</li> <li>▪ Regent of the University of Colorado – At Large</li> <li>▪ Secretary of State</li> <li>▪ State Board of Education Member – At Large</li> <li>▪ State Board of Education Member – Congressional District ##</li> <li>▪ State Treasurer</li> </ul>	#Header Line#EN-1 #Header Line#EN-2	Secretary of State Vote for One
Contest Header Template	Screen Content	SC – Contest Header 3L	<ul style="list-style-type: none"> <li>▪ Representative to the 116<sup>th</sup> US Congress</li> <li>▪ State Representative</li> <li>▪ State Senator</li> </ul>	#Header Line#EN-1 #Header Line#EN-3 #Header Line#EN-2	State Representative District 24 Vote for One
Contest Header Template	Print Content	PC – Contest Header	ALL CONTESTS	#Header Line#EN-1	Secretary of State
Contest Header Template	Base/Audio Language	AC – Contest Header 3L	<ul style="list-style-type: none"> <li>▪ Representative to the 116<sup>th</sup> US Congress</li> <li>▪ State Representative</li> <li>▪ State Senator</li> </ul>	#Header Line#EN-1 #Pause#300ms #Header Line#EN-3 #Pause#300ms #Header Line#EN-2 #Pause#300ms	State Representative <break time='300ms'/> District 24 <break time='300ms'/> Vote for One <break time='300ms'/>

Contest Header Template	Screen Content	SC – Contest Header 1L	MEASURES	#Header Line#EN-1	
Contest Header Template	Screen Content	SC – Contest Header 2L	<ul style="list-style-type: none"> <li>Governor</li> <li>Attorney General</li> <li>Regent of the University of Colorado – At Large</li> <li>Secretary of State</li> <li>State Board of Education Member – At Large</li> <li>State Board of Education Member – Congressional District ##</li> <li>State Treasurer</li> </ul>	#Header Line#EN-1 #Header Line#EN-2	Secretary of State Vote for One
Contest Header Template	Screen Content	SC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Header Line#EN-3 #Header Line#EN-2	State Representative District 24 Vote for One
Contest Header Template	Print Content	PC – Contest Header	ALL CONTESTS	#Header Line#EN-1	Secretary of State
Contest Header Template	Base/Audio Language	AC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Pause#300ms #Header Line#EN-3 #Pause#300ms #Header Line#EN-2 #Pause#300ms	State Representative <break time='300ms'/> District 24 <break time='300ms'/> Vote for One <break time='300ms'/>
Contest Header Template	Screen Content	SC – Contest Header 1L	MEASURES	#Header Line#EN-1	
Contest Header Template	Screen Content	SC – Contest Header 2L	<ul style="list-style-type: none"> <li>Governor</li> <li>Attorney General</li> <li>Regent of the University of Colorado – At Large</li> <li>Secretary of State</li> <li>State Board of Education Member – At Large</li> <li>State Board of Education Member – Congressional District ##</li> <li>State Treasurer</li> </ul>	#Header Line#EN-1 #Header Line#EN-2	Secretary of State Vote for One
Contest Header Template	Screen Content	SC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Header Line#EN-3 #Header Line#EN-2	State Representative District 24 Vote for One
Contest Header Template	Print Content	PC – Contest Header	ALL CONTESTS	#Header Line#EN-1	Secretary of State



Contest Header Template	Base/Audio Language	AC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Pause#300ms #Header Line#EN-3 #Pause#300ms #Header Line#EN-2 #Pause#300ms	State Representative <break time='300ms'/> District 24 <break time='300ms'/> Vote for One <break time='300ms'/>
Contest Header Template	Screen Content	SC – Contest Header 1L	MEASURES	#Header Line#EN-1	
Contest Header Template	Screen Content	SC – Contest Header 2L	<ul style="list-style-type: none"> <li>Governor</li> <li>Attorney General</li> <li>Regent of the University of Colorado – At Large</li> <li>Secretary of State</li> <li>State Board of Education Member – At Large</li> <li>State Board of Education Member – Congressional District ##</li> <li>State Treasurer</li> </ul>	#Header Line#EN-1 #Header Line#EN-2	<b>Secretary of State</b> Vote for One
Contest Header Template	Screen Content	SC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Header Line#EN-3 #Header Line#EN-2	<b>State Representative</b> District 24 Vote for One
Contest Header Template	Print Content	PC – Contest Header	ALL CONTESTS	#Header Line#EN-1	<b>Secretary of State</b>
Contest Header Template	Base/Audio Language	AC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	#Header Line#EN-1 #Pause#300ms #Header Line#EN-3 #Pause#300ms #Header Line#EN-2 #Pause#300ms	State Representative <break time='300ms'/> District 24 <break time='300ms'/> Vote for One <break time='300ms'/>
Contest Header Template	Screen Content	SC – Contest Header 1L	MEASURES	#Header Line#EN-1	
Contest Header Template	Screen Content	SC – Contest Header 2L	<ul style="list-style-type: none"> <li>Governor</li> <li>Attorney General</li> <li>Regent of the University of Colorado – At Large</li> <li>Secretary of State</li> <li>State Board of Education Member – At Large</li> <li>State Board of Education Member – Congressional District ##</li> <li>State Treasurer</li> </ul>	#Header Line#EN-1 #Header Line#EN-2	<b>Secretary of State</b> Vote for One

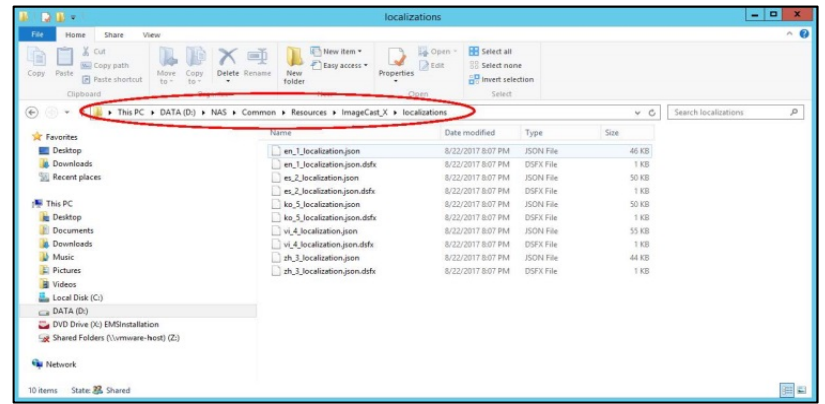
Contest Header Template	Screen Content	SC – Contest Header 3L	<ul style="list-style-type: none"> <li>Representative to the 116<sup>th</sup> US Congress</li> <li>State Representative</li> <li>State Senator</li> </ul>	<div>#Header Line#EN-1</div> <div>#Header Line#EN-3</div> <div>#Header Line#EN-2</div>	<div>State Representative</div> <div>District 24</div> <div>Vote for One</div>
Contest Header Template	Print Content	PC – Contest Header	ALL CONTESTS	#Header Line#EN-1	Secretary of State
Purpose	Column	Template to assign	Contests	Template	Template Preview
Choice Template	Ballot Content	BC – Choice 1L	Non partisan choices / measures	#Choice Name#	Argus Filch
Choice Template	Screen Content	SC – Choice 1L	Non partisan choices / measures	<div>#Choice Name#</div>	Argus Filch
Choice Template	Base/Audio Language	AC – Choice 1L	Non partisan choices / measures	<div>#Choice Name#</div> <div>#Pause#300ms</div>	<div>Argus Filch</div> <div>&lt;break time='300ms'/&gt;</div>
Choice Template	Print Content	PC – Choice 1L	Non partisan choices / measures	#Choice Name#	Argus Filch
Choice Template	Ballot Content	BC – Choice 2L	Partisan choices	<div>#Choice Name#</div> <div>#Choice Party#</div>	<div>Argus Filch</div> <div>Democratic</div>
Choice Template	Screen Content	SC – Choice 2L	Partisan choices	<div>#Choice Name#</div> <div>#Choice Party#</div>	<div>Argus Filch</div> <div>Democratic</div>
Choice Template	Base/Audio Language	AC – Choice 2L	Partisan Choices	<div>#ChoiceName#</div> <div>#Pause#300ms</div> <div>#Choice Party#</div> <div>#Pause#300ms</div>	<div>Argus Filch</div> <div>&lt;break time='300ms'/&gt;</div> <div>Democratic&lt;break time='300ms'/&gt;</div>
Choice Template	Print Content	PC – Choice 2L	Partisan Choices	#Choice Name# - #Choice Party#	Argus Filch - Democratic



Choice Template	Ballot Content	BC – Choice 2L – Ballot Tag Line	Partisan Choices with voluntary term limits	<div>#Choice Name#</div> <div>#Unit#EN-3</div>	<div>#Choice Party#</div>	Argus Filch (Signed declaration to limit service to no more than 3 terms)	Democratic
Choice Template	Screen Content	SC – Choice 2L – Ballot Tag Line	Partisan Choices with voluntary term limits	<div>#Choice Name#</div> <div>#Unit#EN-3</div>	<div>#Choice Party#</div>	Argus Filch (Signed declaration to limit service to no more than 3 terms)	Democratic
Choice Template	Base/Audio Language	AC – Choice 2L – Ballot Tag Line	Partisan Choices with voluntary term limits	#Unit#EN-1#Pause#300ms #Unit#EN-2#Pause#300ms #Unit#EN-3#Pause#300ms		Argus Filch Democratic (Signed declaration to limit service to no more than 3 terms) 	
Choice Template	Print Content	PC – Choice 2L – Ballot Tag Line	Partisan Choices with voluntary term limits	#Choice Name# - #Choice Party# - #Unit#EN-3		Argus Filch- Democratic - (Signed declaration to limit service to no more than 3 terms)	
Choice Template	Ballot Content	BC – Choice 2L – Running Mate	Partisan choices with running mates	<div>#Unit#EN-1 / #Unit#EN-3</div>	<div>#Choice Party#</div>	Jared Polis / Dianne Primavera	Democratic
Choice Template	Screen Content	SC – Choice 2L – Running Mate	Partisan choices with running mates	#Unit#EN-1 / #Unit#EN-3 #Unit#EN-2		Jared Polis / Dianne Primavera Democratic	
Choice Template	Base/Audio Language	AC – Choice 2L – Running Mate	Partisan choices with running mates	#Unit#EN-1#Pause#300ms #Unit#EN-3#Pause#300ms #Unit#EN-2#Pause#300ms		Jared Polis Dianne Primavera Democratic 	
Choice Template	Print Content	PC – Choice 2L – Running Mate	Partisan choices with running mates	#Unit#EN-1 / #Unit#EN-3 - #Unit#EN-2		Jared Polis / Dianne Primavera - Democratic	


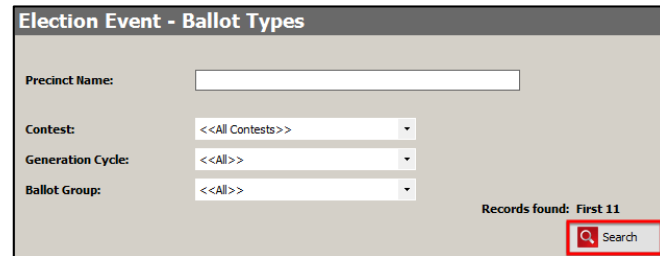
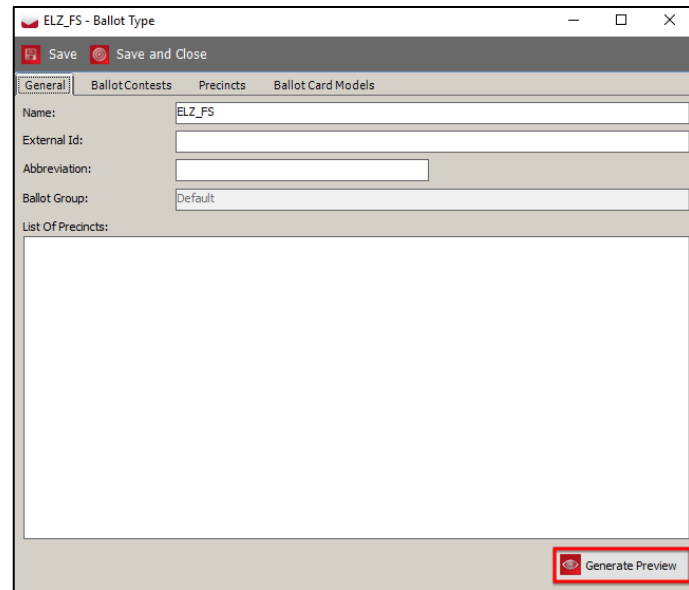
### C) Update Localization Files for ICX (if necessary)

This step is **only** required if Dominion Voting supplies new localization files.

Step	Action(s)	Graphic(s)
1.	Login to your EMS Server and insert USB containing updated localization.json file(s).	
2.	Open <b>File Explorer</b> and navigate to the following directory: <b>D:\NAS\Common\Resources\ImageCast_X\localizations</b>	
3.	Rename the file(s) being replaced to include “_old_year” (e.g. en_1_localization_old_2017).  <b><i>NOTE: The files ending in .dsfx do not need to be replaced or renamed.</i></b>	
4.	Copy the new localization file(s) into the localizations directory.	

## D) Preview Ballot Types

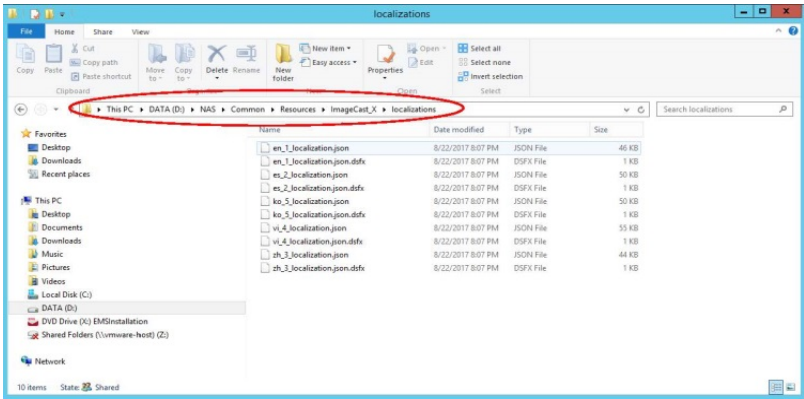
Ballot Type in EED refers to your SCORE district style and Ballot Cards refers to your SCORE ballot style.

Step	Action(s)	Graphic(s)
1.	Expand the <b>Election Event</b> section of the left navigation pane. Select <b>Ballot Types</b> .	 A screenshot of the 'Election Event' navigation pane. It contains four items: 'Prototypes' (with an 'A' icon), 'Contests' (with a ballot icon), 'Choices' (with a person icon), and 'Ballot Types' (with a ballot icon). The 'Ballot Types' item is highlighted with a red rectangular box.
2.	Click <b>Search</b> to view the list of ballot types.	 A screenshot of the 'Election Event - Ballot Types' search interface. It features a 'Precinct Name' text field, and three dropdown menus for 'Contest' (set to '<<All Contests>>'), 'Generation Cycle' (set to '<<All>>'), and 'Ballot Group' (set to '<<All>>'). On the right, it says 'Records found: First 11'. A red rectangular box highlights the 'Search' button at the bottom right.
3.	Highlight the ballot type to be reviewed and double-click. Select <b>Generate Preview</b> to view the ballot.	 A screenshot of the 'ELZ_FS - Ballot Type' configuration window. It has tabs for 'General', 'Ballot Contests', 'Precincts', and 'Ballot Card Models'. The 'General' tab is active, showing fields for 'Name' (ELZ_FS), 'External Id', 'Abbreviation', and 'Ballot Group' (Default). Below these is a 'List Of Precincts' area. A red rectangular box highlights the 'Generate Preview' button at the bottom right.

4.	Repeat for other ballot types.	
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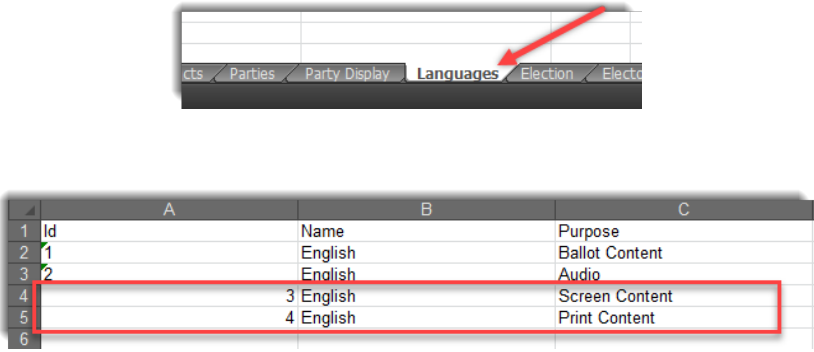
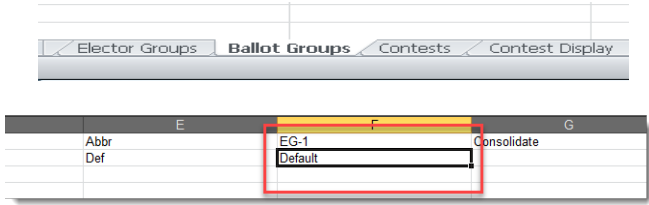
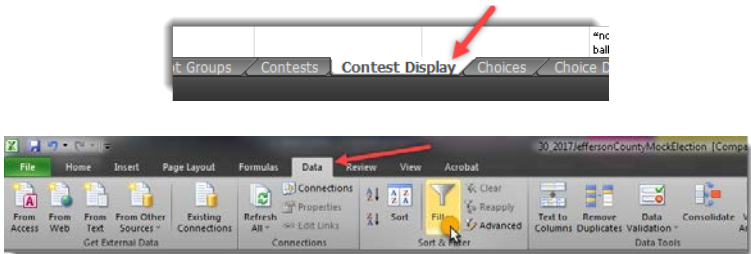
## E) Update Static Audio Files for ICX (if necessary)

This step is **only** required if Dominion Voting supplies new localization files.

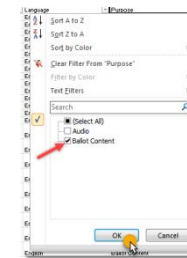
Step	Action(s)	Graphic
1.	Login to your EMS Server and insert USB containing updated audio files.	
2.	Open <b>File Explorer</b> and navigate to the following directory: <b>D:\NAS\Common\Resources\ImageCast_X\staticaudio</b>	
3.	Rename the folder being replaced to include “_old_year” (e.g. en_old_2017 ).	
4.	Copy the new static audio folder into the <b>staticaudio</b> directory.	

## F) Changes to Make to the SCORE File Before EDT Conversion(s)

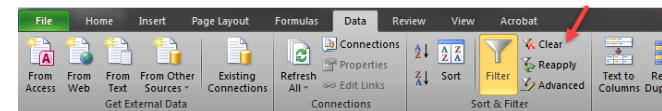
NOTE: Only perform the steps below if you are not utilizing the macro provided by Dominion Voting Systems.

1.	<p><b>Add Language Profiles – <i>**Handled by Macro**</i></b></p> <ol style="list-style-type: none"> <li>Select the Language Profiles tab</li> <li>Add Screen Content and Print Content Language Profiles as noted below: Screen Content Language Profile ID = 3 Name = English Purpose = Screen Content Print Content Language Profile ID = 4 Name = English Purpose = Print Content</li> </ol>	
2.	<p><b>Add Elector Group to Ballot Group - <i>**Handled by Macro**</i></b></p> <ol style="list-style-type: none"> <li>Select the Ballot Groups tab</li> <li>In the EG-1 column, add the name of the Elector Group 'Default'</li> </ol>	
3.	<p><b>Remove Extra data from the Contest Display tab - <i>**Handled by Macro**</i></b></p> <ol style="list-style-type: none"> <li>Select the <b>Contest Display</b> tab</li> <li>From the ribbon at the top, select the <b>Data</b> tab</li> <li>Select the <b>Filter</b> button</li> <li>From the <b>Purpose</b> tab, select the arrow at the right of the column</li> <li>Select only the 'Ballot Content' rows</li> </ol>	

- f. Scroll over to the 'TU-1' column
- g. Select all data in the TU-1, TU-2, TU-3, TU-4, and TU-5 Rows and delete it
- h. Clear the Filter at the top by clicking the **Clear** button from the data ribbon



TU-1	TU-2	TU-3	TU-4	TU-5
County Commission	Vote for one	Jefferson	Term of four years	
School Board	Vote for one	Jefferson	Term of four years	
County Member At Large	Vote for one	Jefferson	Term of four years	
Edgewater Council Member	Vote for one	Edgewater	Term of four years	
Edgewater Mayor	Vote for one	Edgewater	Term of four years	
Lakewood At Large	Vote for one	Lakewood	Term of four years	
Investment Council Member	Vote for one	Investment	Term of four years	
Investment Mayor	Vote for one	Investment	Term of four years	
Wheel Ridge At Large	Vote for one	Wheel Ridge	Term of four years	
Golden Council Member Vard 1	Vote for one	Golden Vard 01	Term of four years	
Golden Council Member Vard 2	Vote for one	Golden Vard 02	Term of four years	
Golden Council Member Vard 3	Vote for one	Golden Vard 03	Term of four years	
Golden Council Member Vard 4	Vote for one	Golden Vard 04	Term of four years	
Aravaca Council Member Vard 1	Vote for one	Aravaca City District 1	Term of four years	
Aravaca Council Member Vard 2	Vote for one	Aravaca City District 2	Term of four years	
Lakewood Council Member Vard 1	Vote for one	Lakewood City Vard 1	Term of four years	
Lakewood Council Member Vard 2	Vote for one	Lakewood City Vard 2	Term of four years	
Lakewood Council Member Vard 3	Vote for one	Lakewood City Vard 3	Term of four years	
Lakewood Council Member Vard 4	Vote for one	Lakewood City Vard 4	Term of four years	
Wheel Ridge Council Member Vard 1	Vote for one	Wheel Ridge City District 1	Term of four years	
Wheel Ridge Council Member Vard 2	Vote for one	Wheel Ridge City District 2	Term of four years	
Wheel Ridge Council Member Vard 3	Vote for one	Wheel Ridge City District 3	Term of four years	
Wheel Ridge Council Member Vard 4	Vote for one	Wheel Ridge City District 4	Term of four years	



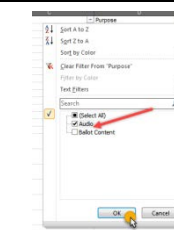
#### Add Abbreviation for Contest Review to TU-4 - **\*\*Handled by Macro\*\***

4. The value in TU-4 will be used by Review Title templates to provide an abbreviation, used on the ICX screen across the top, for each contest on the ICX.


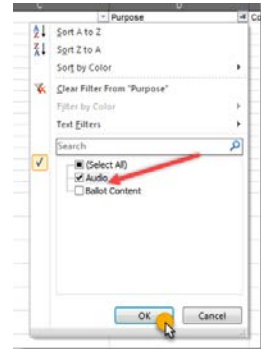

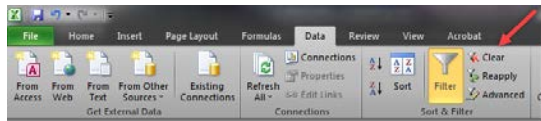

TU-1	TU-2	TU-3	TU-4	TU-5
County Commission	Vote for one	Jefferson	Term of four years	
School Board	Vote for one	Jefferson	Term of four years	
County Member At Large	Vote for one	Jefferson	Term of four years	
Edgewater Council Member	Vote for one	Edgewater	Term of four years	
Edgewater Mayor	Vote for one	Edgewater	Term of four years	
Lakewood At Large	Vote for one	Lakewood	Term of four years	
Investment Council Member	Vote for one	Investment	Term of four years	
Investment Mayor	Vote for one	Investment	Term of four years	
Wheel Ridge At Large	Vote for one	Wheel Ridge	Term of four years	
Golden Council Member Vard 1	Vote for one	Golden Vard 01	Term of four years	
Golden Council Member Vard 2	Vote for one	Golden Vard 02	Term of four years	
Golden Council Member Vard 3	Vote for one	Golden Vard 03	Term of four years	
Golden Council Member Vard 4	Vote for one	Golden Vard 04	Term of four years	
Aravaca Council Member Vard 1	Vote for one	Aravaca City District 1	Term of four years	
Aravaca Council Member Vard 2	Vote for one	Aravaca City District 2	Term of four years	
Lakewood Council Member Vard 1	Vote for one	Lakewood City Vard 1	Term of four years	
Lakewood Council Member Vard 2	Vote for one	Lakewood City Vard 2	Term of four years	
Lakewood Council Member Vard 3	Vote for one	Lakewood City Vard 3	Term of four years	
Lakewood Council Member Vard 4	Vote for one	Lakewood City Vard 4	Term of four years	
Wheel Ridge Council Member Vard 1	Vote for one	Wheel Ridge City District 1	Term of four years	
Wheel Ridge Council Member Vard 2	Vote for one	Wheel Ridge City District 2	Term of four years	
Wheel Ridge Council Member Vard 3	Vote for one	Wheel Ridge City District 3	Term of four years	
Wheel Ridge Council Member Vard 4	Vote for one	Wheel Ridge City District 4	Term of four years	

#### Copy data for the Screen Content rows - **\*\*Handled by Macro\*\***

5.
  - a. From the **Purpose** tab, select the arrow at the right of the column
  - b. Filter only the 'Audio' rows
  - c. Select all rows
  - d. Copy the rows



For all the newly copied rows:

	<ol style="list-style-type: none"> <li>Clear out the ID field</li> <li>Change the Purpose to 'Screen Content'</li> </ol>	
6.	<p><b>Copy data for the Print Content rows - <i>**Handled by Macro**</i></b></p> <ol style="list-style-type: none"> <li>From the Purpose tab, select the arrow at the right of the column</li> <li>Filter only the 'Audio' rows</li> <li>Select all rows</li> <li>Copy the rows</li> </ol> <p><b>For all the newly copied rows:</b></p> <ol style="list-style-type: none"> <li>Clear out the ID field</li> <li>Change the Purpose to 'Print Content'</li> </ol>	 
7.	<p><b>Renumber all newly added rows – <i>**Handled by Macro**</i></b></p> <p>For all the rows the ID field will need to be numbered up incrementally</p> <ol style="list-style-type: none"> <li>Clear all filters by clicking the <b>Clear</b> button at the top of the data ribbon</li> <li>Scroll down to the first row containing with the ID column empty</li> <li>Enter the next highest number for a few rows (e.g. 59, 60, 61 – in screenshot)</li> <li>Select the numbers you just added (e.g. 59, 60, 61)</li> <li>Click <b>CTRL C</b> or right click the cells and click the <b>Copy</b> button</li> </ol>	 

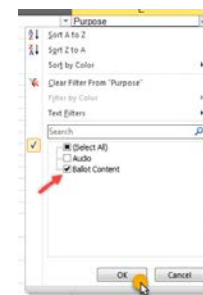
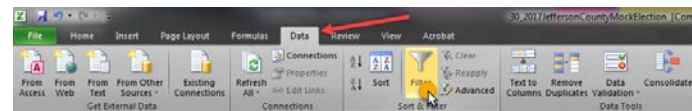
- f. Double click in the lower right corner (this will increment the entire column to the highest number)

Row	Name	Language	Content Type
18	Should we incorporate Denver	English	Screen Content
19	County Commissioner	English	Screen Content
20	Board Board	English	Screen Content
21	Council Member At Large	English	Screen Content
22	Denver Council Member	English	Screen Content
23	Denver Mayor	English	Screen Content
24	Denver At Large	English	Screen Content
25	Denver Council Member	English	Screen Content
26	Denver Mayor	English	Screen Content
27	Denver Council Member	English	Screen Content
28	Denver Council Member	English	Screen Content
29	Denver Council Member	English	Screen Content
30	Denver Council Member	English	Screen Content
31	Denver Council Member	English	Screen Content
32	Denver Council Member	English	Screen Content
33	Denver Council Member	English	Screen Content
34	Denver Council Member	English	Screen Content
35	Denver Council Member	English	Screen Content
36	Denver Council Member	English	Screen Content
37	Denver Council Member	English	Screen Content
38	Denver Council Member	English	Screen Content
39	Denver Council Member	English	Screen Content
40	Denver Council Member	English	Screen Content
41	Denver Council Member	English	Screen Content
42	Denver Council Member	English	Screen Content
43	Denver Council Member	English	Screen Content
44	Denver Council Member	English	Screen Content
45	Denver Council Member	English	Screen Content
46	Denver Council Member	English	Screen Content
47	Denver Council Member	English	Screen Content
48	Denver Council Member	English	Screen Content
49	Denver Council Member	English	Screen Content
50	Denver Council Member	English	Screen Content
51	Denver Council Member	English	Screen Content
52	Denver Council Member	English	Screen Content
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54	Denver Council Member	English	Screen Content
55	Denver Council Member	English	Screen Content
56	Denver Council Member	English	Screen Content
57	Denver Council Member	English	Screen Content
58	Denver Council Member	English	Screen Content
59	Denver Council Member	English	Screen Content
60	Denver Council Member	English	Screen Content
61	Denver Council Member	English	Screen Content
62	Denver Council Member	English	Screen Content
63	Denver Council Member	English	Screen Content
64	Denver Council Member	English	Screen Content
65	Denver Council Member	English	Screen Content
66	Denver Council Member	English	Screen Content
67	Denver Council Member	English	Screen Content
68	Denver Council Member	English	Screen Content
69	Denver Council Member	English	Screen Content
70	Denver Council Member	English	Screen Content
71	Denver Council Member	English	Screen Content
72	Denver Council Member	English	Screen Content
73	Denver Council Member	English	Screen Content
74	Denver Council Member	English	Screen Content
75	Denver Council Member	English	Screen Content
76	Denver Council Member	English	Screen Content
77	Denver Council Member	English	Screen Content
78	Denver Council Member	English	Screen Content
79	Denver Council Member	English	Screen Content
80	Denver Council Member	English	Screen Content
81	Denver Council Member	English	Screen Content
82	Denver Council Member	English	Screen Content
83	Denver Council Member	English	Screen Content
84	Denver Council Member	English	Screen Content
85	Denver Council Member	English	Screen Content
86	Denver Council Member	English	Screen Content
87	Denver Council Member	English	Screen Content
88	Denver Council Member	English	Screen Content
89	Denver Council Member	English	Screen Content
90	Denver Council Member	English	Screen Content
91	Denver Council Member	English	Screen Content
92	Denver Council Member	English	Screen Content
93	Denver Council Member	English	Screen Content
94	Denver Council Member	English	Screen Content
95	Denver Council Member	English	Screen Content
96	Denver Council Member	English	Screen Content
97	Denver Council Member	English	Screen Content
98	Denver Council Member	English	Screen Content
99	Denver Council Member	English	Screen Content
100	Denver Council Member	English	Screen Content

# Remove Extra data from the Choice Display tab - **\*\*Handled by Macro\*\***

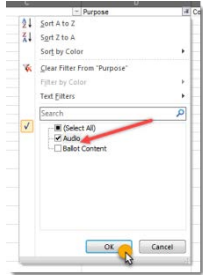
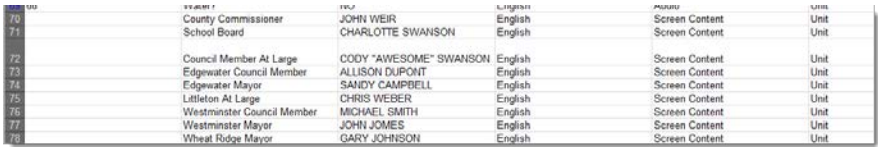
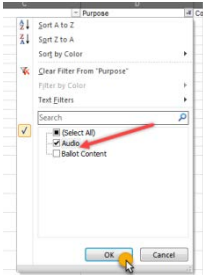

Select the Choice Display tab

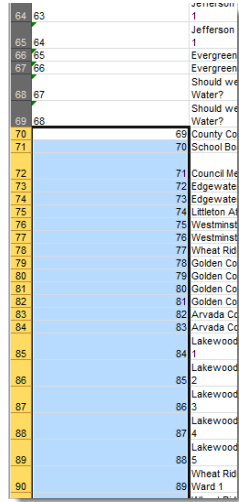
- From the ribbon at the top, select the **Data** tab
- Select the **Filter** button
- From the Purpose tab, select the arrow at the right of the column
- Select only the '**Ballot Content**' rows
- Scroll over to the 'TU-1' column
- Select all data in the TU-1 and TU-2 rows and delete it.
- Clear the Filter at the top by clicking the **Clear** button from the data ribbon.



Column	TU-1	TU-2	TU-3	TU-4
1				
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9.	<p><b>Copy data for the Screen Content rows - <i>**Handled by Macro**</i></b></p> <ol style="list-style-type: none"> <li>From the Purpose tab, select the arrow at the right of the column</li> <li>Filter only the <b>'Audio'</b> rows</li> <li>Select all rows</li> <li>Copy the rows</li> </ol> <p><b>For all the newly copied rows:</b></p> <ol style="list-style-type: none"> <li>Clear out the ID field</li> <li>Change the Purpose to 'Screen Content'</li> </ol>	 
10.	<p><b>Copy data for the Print Content rows - <i>**Handled by Macro**</i></b></p> <ol style="list-style-type: none"> <li>From the Purpose tab, select the arrow at the right of the column</li> <li>Filter only the <b>'Audio'</b> rows</li> <li>Select all rows</li> <li>Copy the rows</li> </ol> <p><b>For all the newly copied rows:</b></p> <ol style="list-style-type: none"> <li>Clear out the ID field</li> <li>Change the Purpose to 'Print Content'</li> </ol>	 

11.	<p><b>Renumber all newly added rows - <i>**Handled by Macro**</i></b></p> <p>For all the added rows the ID field will need to be numbered up incrementally</p> <ol style="list-style-type: none"> <li>Clear all filters by clicking the <b>Clear</b> button at the top of the data ribbon</li> <li>Scroll down to the first row containing with the ID column empty</li> <li>Enter the next highest number for a few rows (e.g. 59, 60, 61 – in screenshot)</li> <li>Select the numbers you just added (e.g. 59, 60, 61)</li> <li>Click <b>CTRL C</b> or right click the cells and click the <b>Copy</b> button</li> </ol> <p>Double-click in the lower right corner (this increments the entire column to the highest number).</p>	
12.	<p><b>Save the file – use the naming convention:</b></p> <p><i>CountyName_2017Coordinated_RFEU</i></p> <p>(e.g. County Name _ Election Name _ Ready For Excel Update).</p>	