

**DOMINION
VOTING**



Our customers come first.

**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.

PREPARATION

Prepare logos and template project

ELECTION PROJECT DEFINITION

Complete import, create property-owner precincts, instructional contests, Contest headings, Rename ballots & splits, create tabulators and ballot marking devices

ELECTION PROJECT STYLING

Assign templates, style measure text, assign static text, move contests to second card, proof paper ballots

BALLOTS GENERATED

Create official ballots, Preview & edit synthesized audio, create election files

READY FOR ELECTIONS

Create additional users, add qualified write-ins, enable adjudication

Chapter One: Preparing the Election Setup Environment

Checklist – Preparing the Election Setup Environment

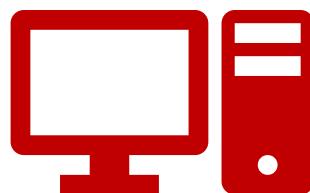
In the first phase of the Election Setup process, you will prepare the environment in which you will setup your election. The work done in this phase should be completed on the EMS Workstation and/or EMS Server.

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**



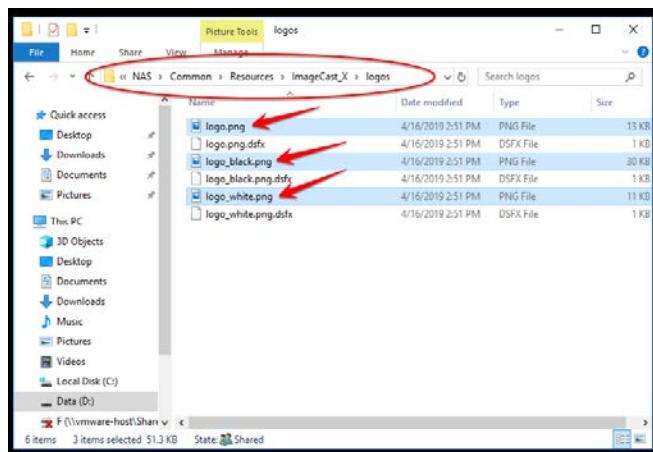
- Black on white = **logo_black.png**



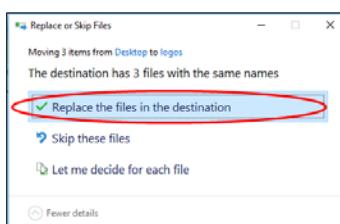
- White on black = **logo_white.png**



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



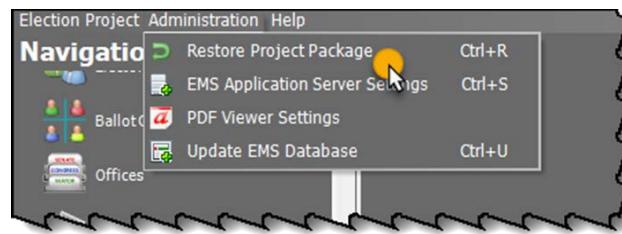
3. Select “Replace the files in the destination” option and close out of **File Explorer**.



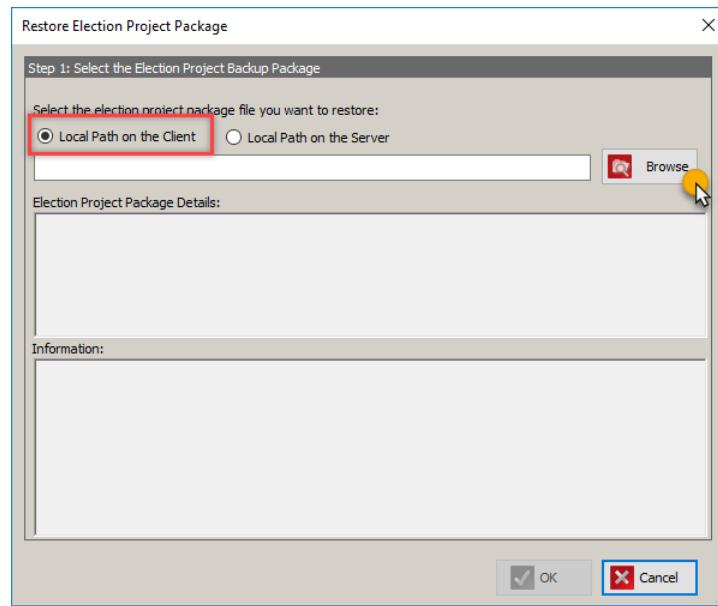
1.2 Restore Template Election Project

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.

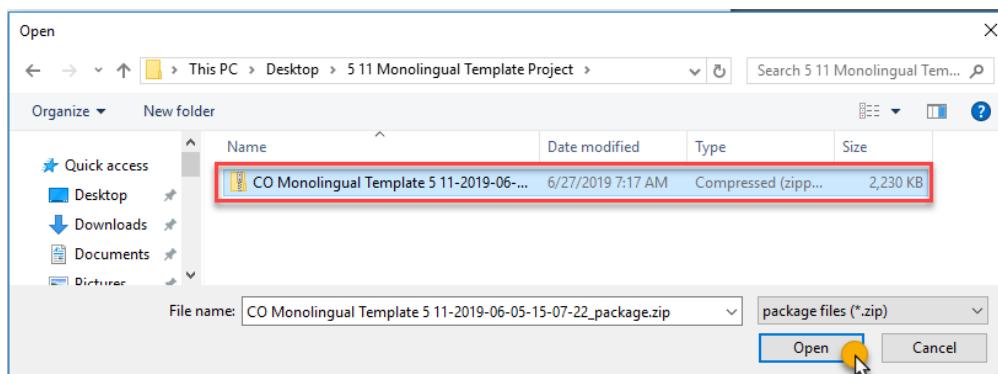
1. Open Election Event Designer (EED).
2. From the top menu, select **Administration** and then select **Restore Project Package**.



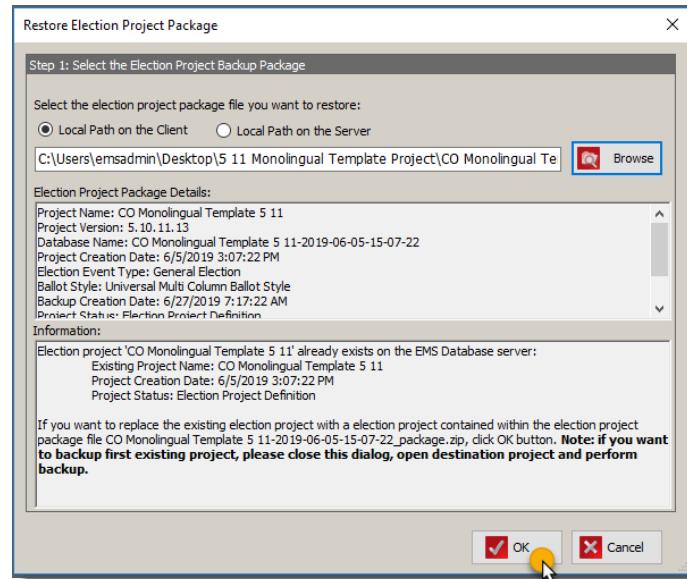
3. The **Restore Election Project Package** window will open. Leave **Local Path on the Client** selected and click the **Browse** button.



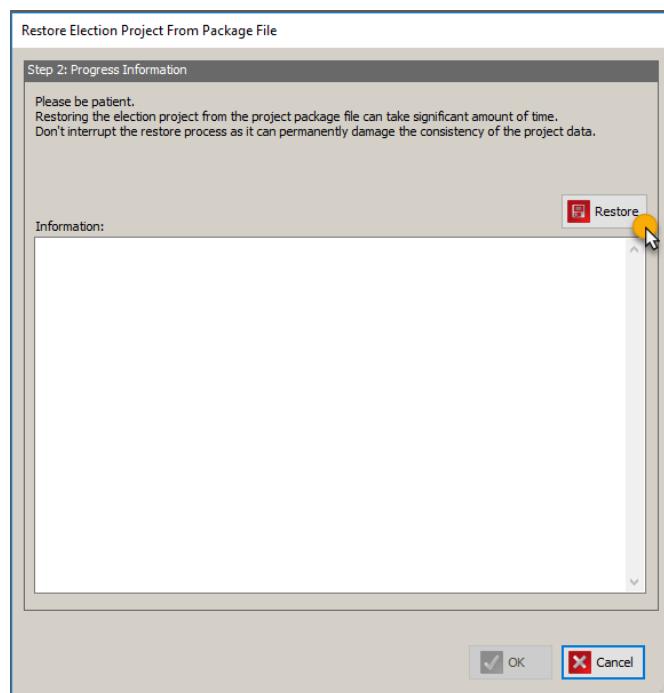
4. Locate the project package backup file (.zip) of the election to be restored. Click on the project package to select it and then click the **Open** button.



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

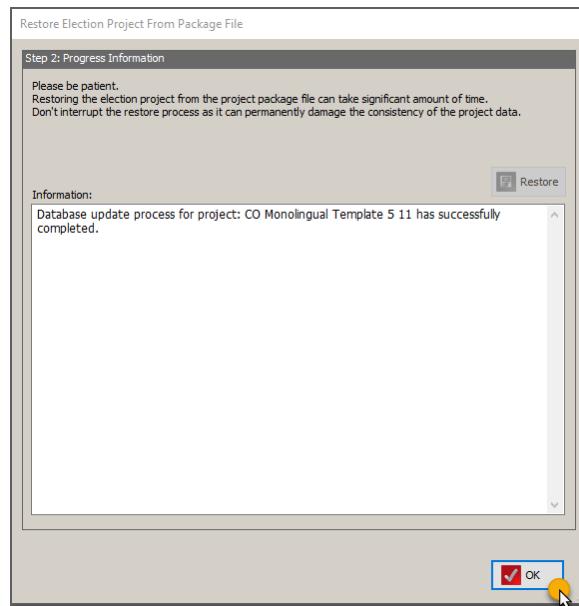


6. The **Step 2: Progress Information** window opens. Click the **Restore** button.



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.

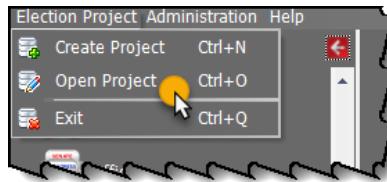
8. When the election has been restored, click the **OK** button (once enabled) to complete the process.



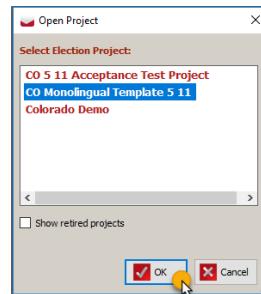
1.3 Create a Copy of the Template Election Project

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**.



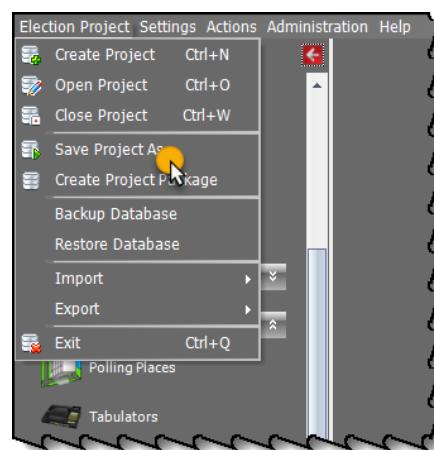
3. Select the template project and click **OK**.



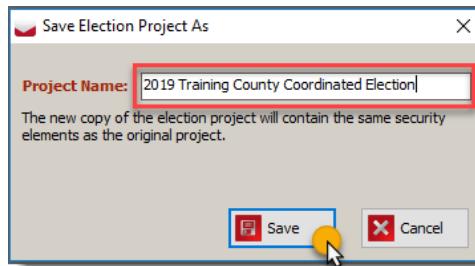
4. Enter the username and password:
 - Username = Admin
 - Password = dvscorp08!



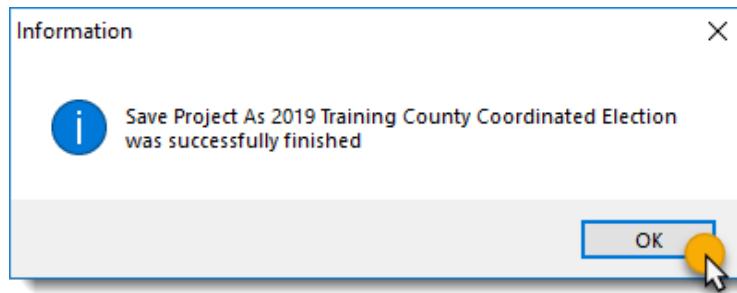
5. Select **Election Project** and then select **Save Project As...**



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

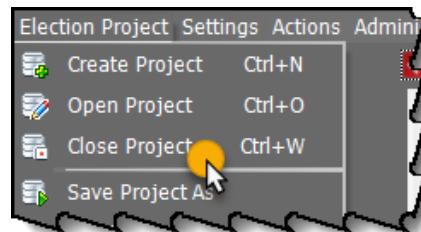


7. When the project has saved, a confirmation message will display. Click **OK**.



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**.

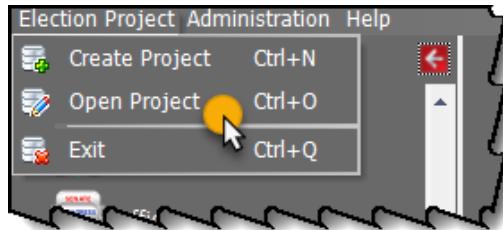


1.4 Update the Template Election Project

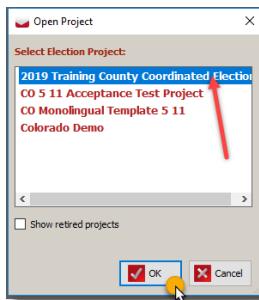
This section walks through all of the updates needed in order to update the template with specific county information.

1.4.1 Update Election Event Properties

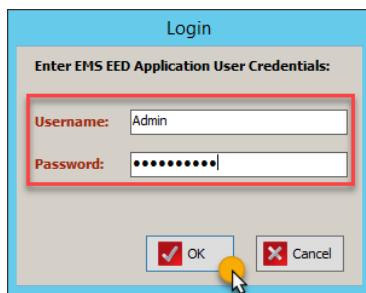
- 1 Open EED.
- 2 Select **Election Project** and then select **Open Project**.



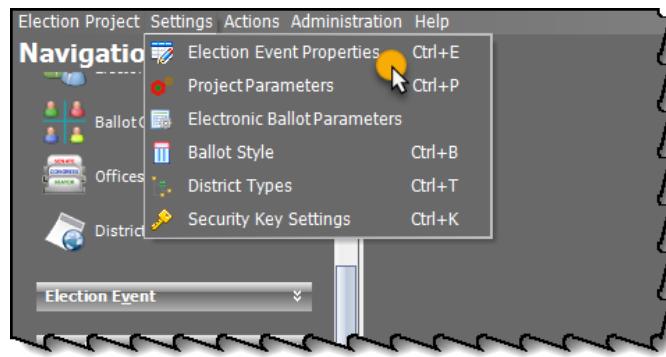
- 3 Select the project that was just copied/created and click **OK**.



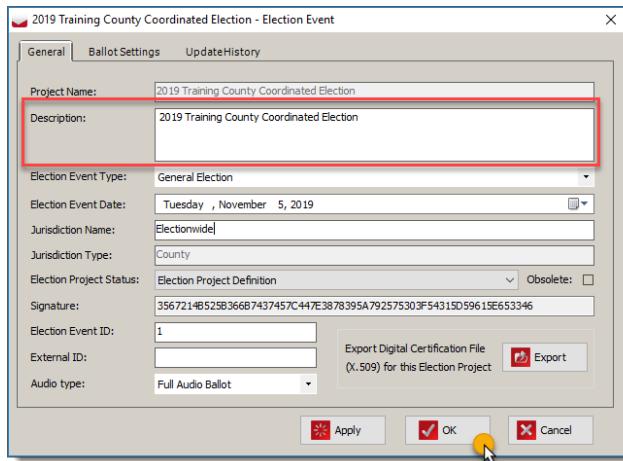
- 4 Enter the username and password:
 - Username = Admin
 - Password = dvscorp08!



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



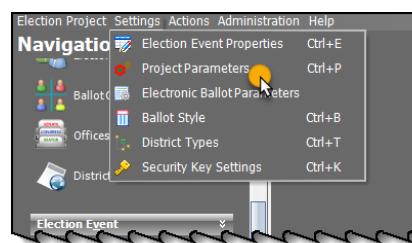
- 6 Update the description to match the election name (e.g. 2019 Elbert County Coordinated Election). Click the **OK** button.



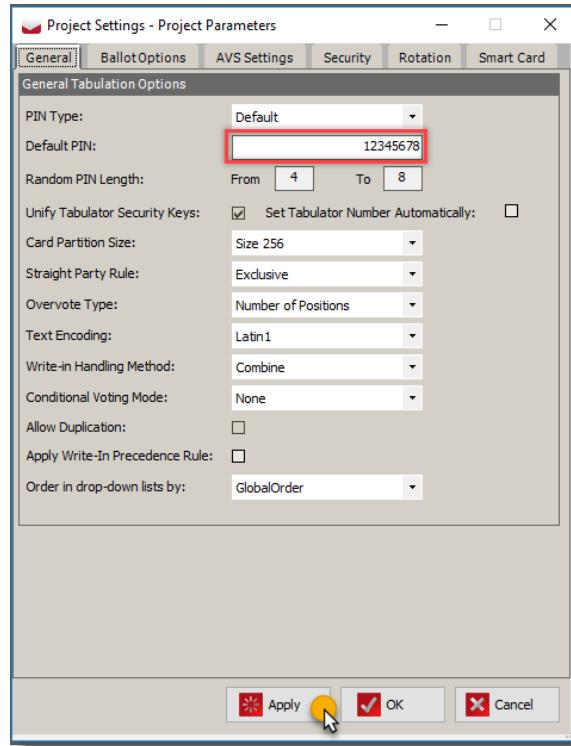
The Election Event window will close automatically after you select **OK**.

1.4.2 Update Project Parameters

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

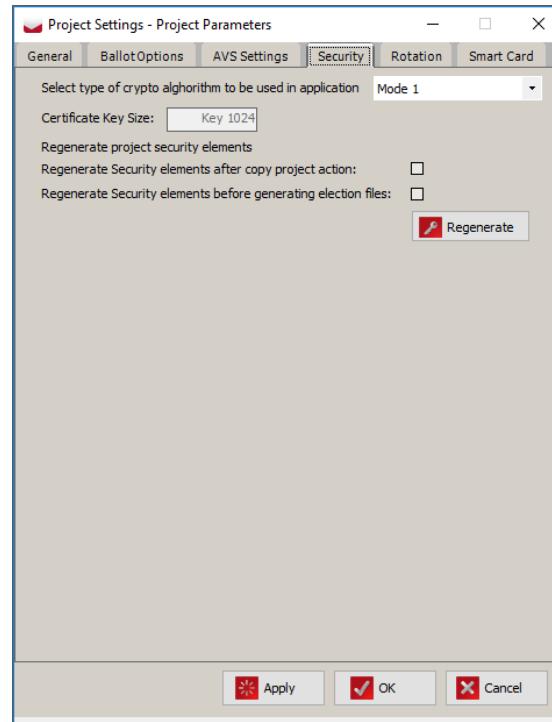


2. Select the **General** tab and update the default PIN with the unique number for the election.



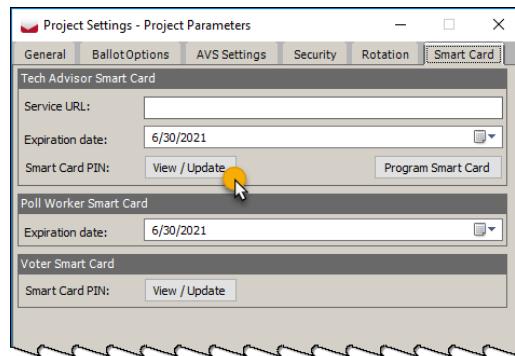
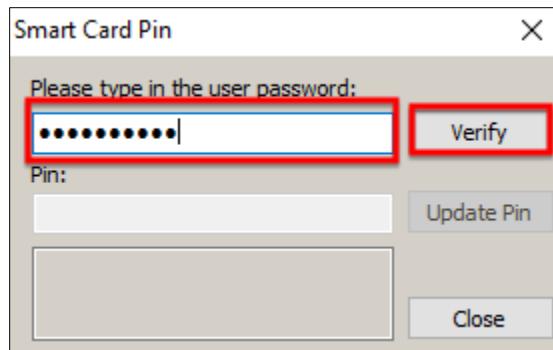
NOTE: The Default PIN is the unique pollworker pin for each election. The PIN should be 8 digits.

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

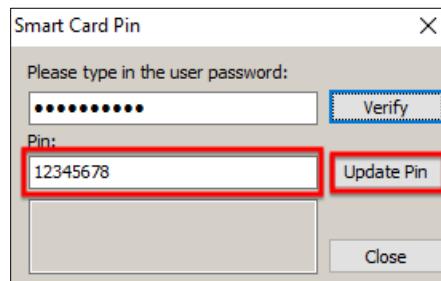


4. Select the **Smart Card** tab. From the **Tech Advisor Smart Card** section, select the **View/Update** button.

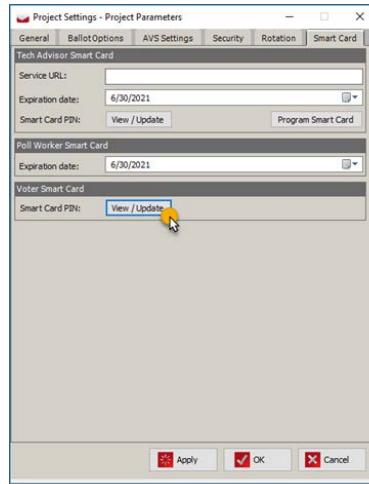
5. Enter the project password (e.g. dvscorp08!) and click the **Verify** button.



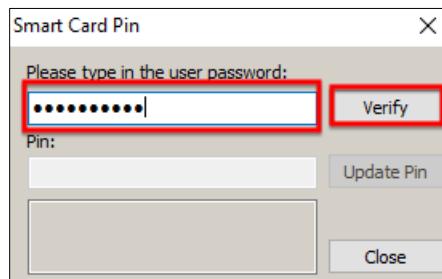
6. Enter the tech advisor pin (e.g. 12345678). Click **Update Pin** and then click **Close**.



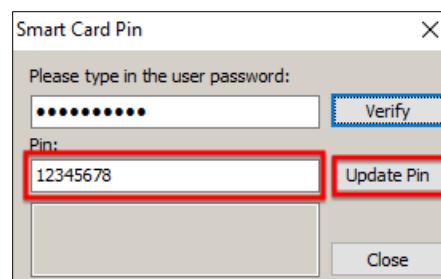
7. From the **Voter Smart Card** section, select **View/Update**.



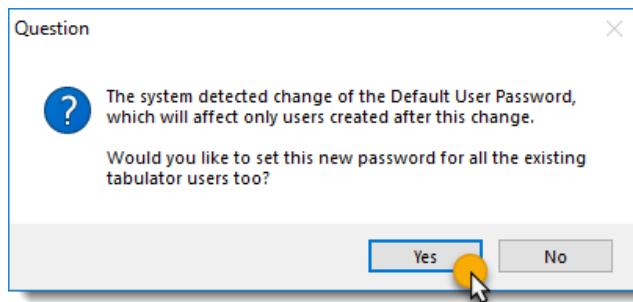
8. Enter the project password (e.g. dvscorp08!) and click the **Verify** button.



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

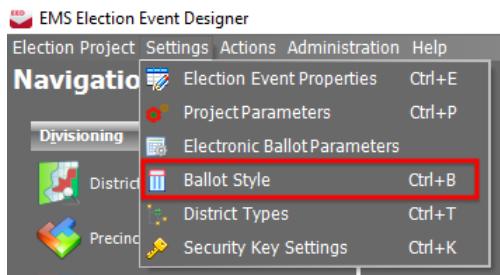


10. A confirmation will display warning you that Select **Yes** when the following dialog appears.

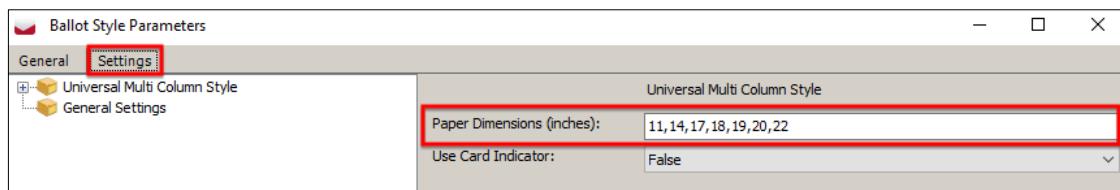


1.4.3 Update Ballot Style Settings

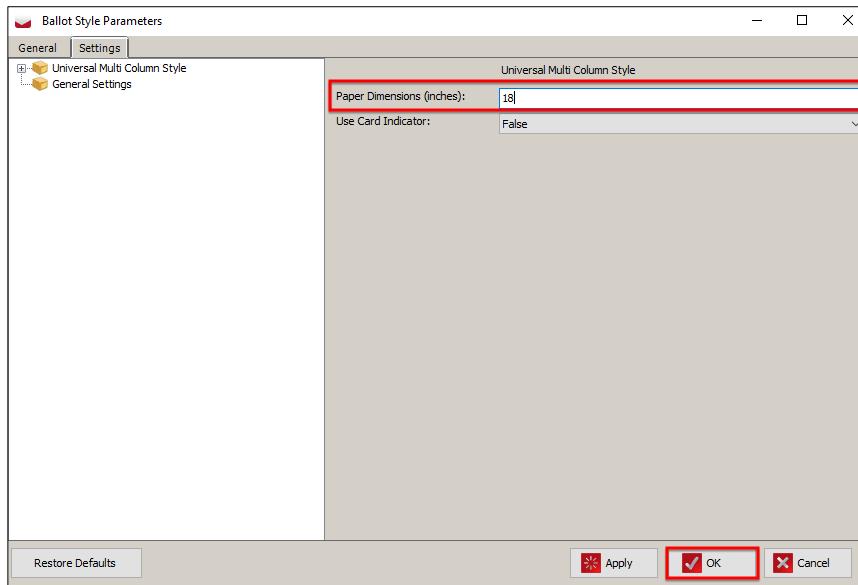
1. From the top menu, select **Settings**, then select **Ballot Style**.



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:

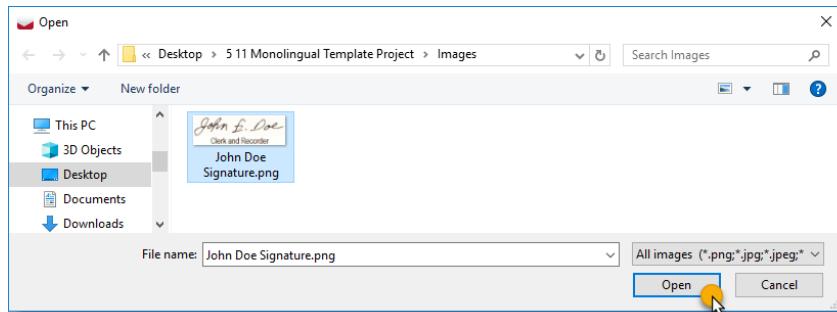
1. From the left navigation pane, select **Image Resources**.
2. Click **Search** to view any previously loaded image files.
3. Click **Create New** to create a new image resource.



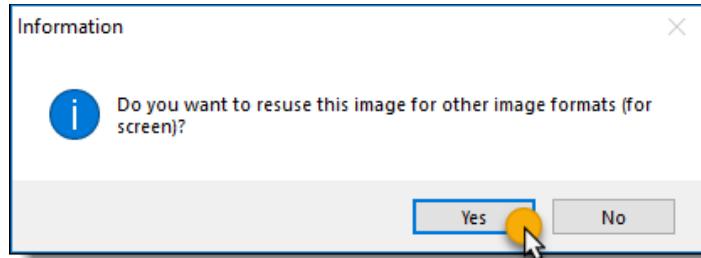
4. An Image Resource window will open:
 - a. Type in a name for the image resource (e.g. Clerk Signature *Clerk Name*).
 - b. In the 'Paper image' section, select the file folder.



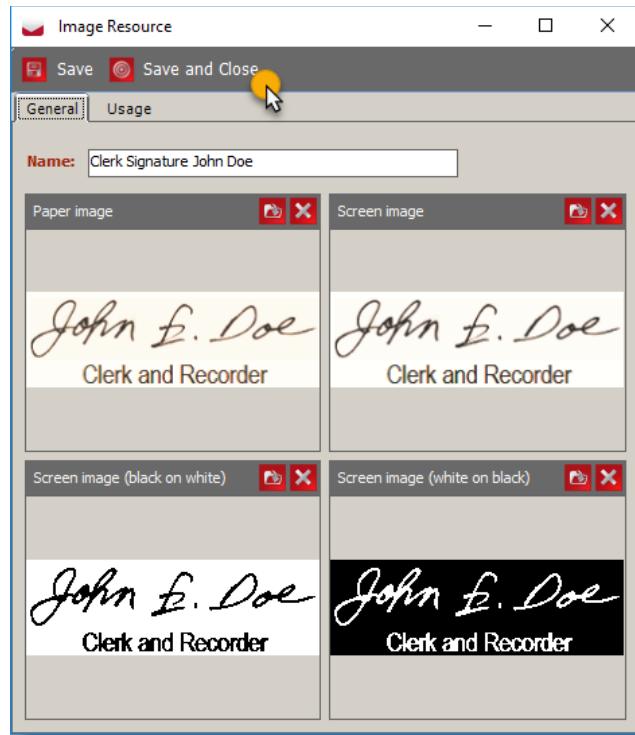
5. Browse to the location of the image you wish to upload and then click **Open**.



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

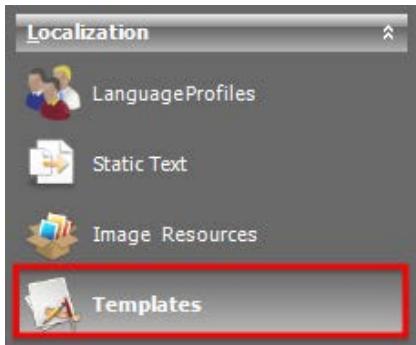


7. The image uploaded will automatically be converted to the other color / views. Click **Save and Close**.

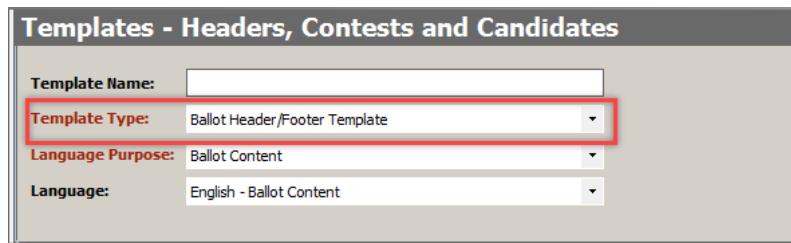


1.4.5 Update Templates

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



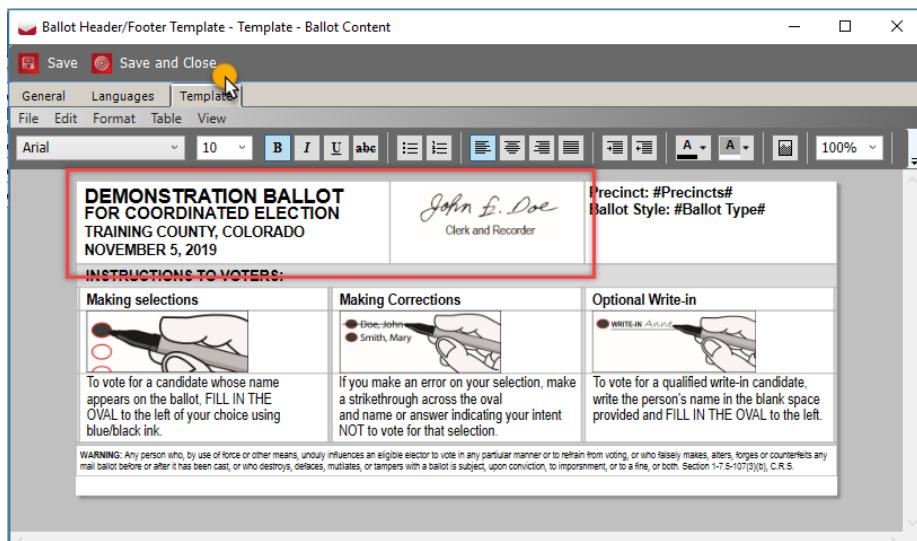
2. Set the **Template Type** to **Ballot Header/Footer template** and click **Search**.



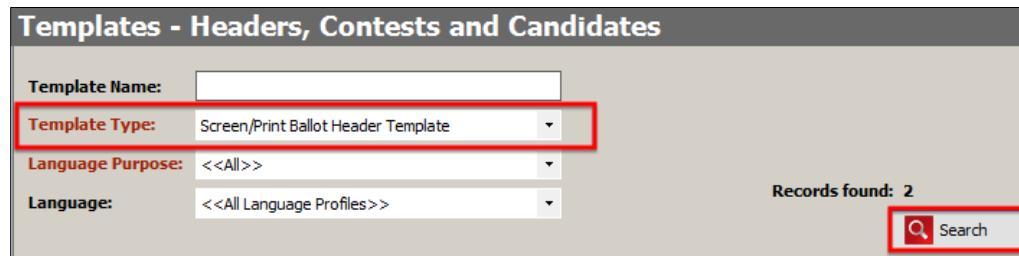
3. Select the BC – Ballot Header Template by double-clicking on it.

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**.



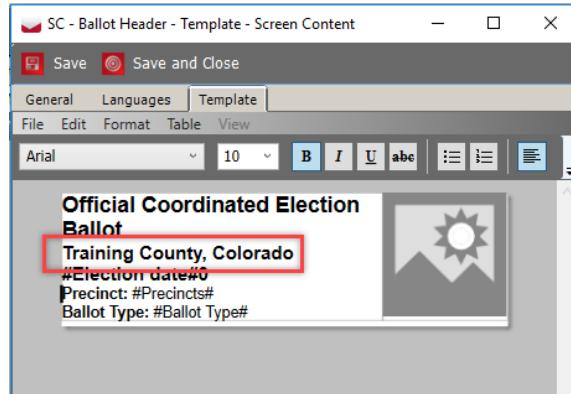
5. Set the Template Type to Screen/Print Ballot Header Template and click Search.



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

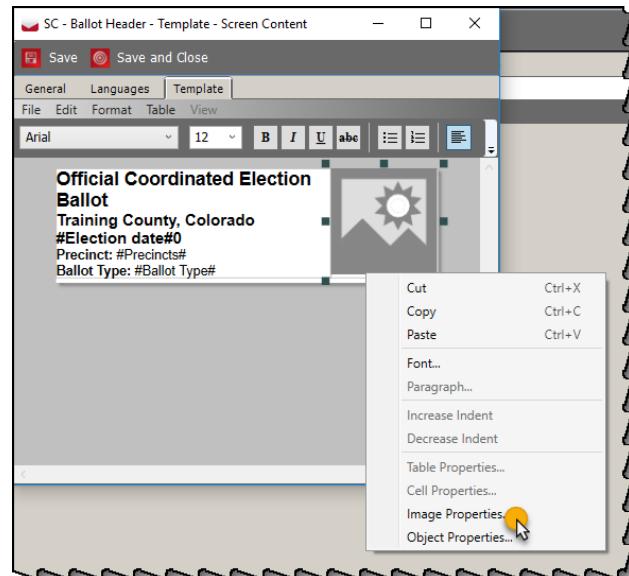
⚙ Create New ✍ Delete			
Name	Template Type	Language Purpose	Language(s)
PC - Ballot Header	Screen/Print Ballot Header Template	Print Content	English - PC
SC - Ballot Header	Screen/Print Ballot Header Template	Screen Content	English - SC

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

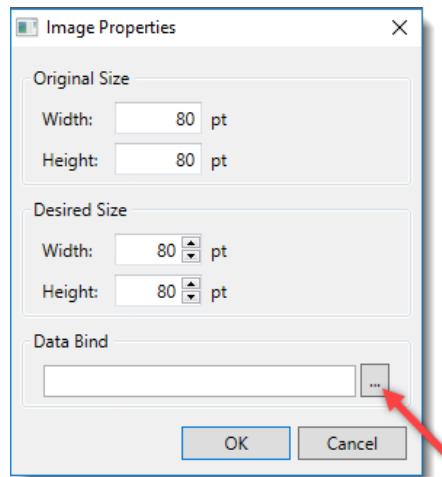


8. Right click on the image icon.

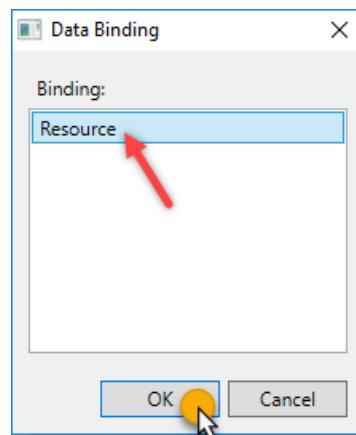
9. Select Image Properties.



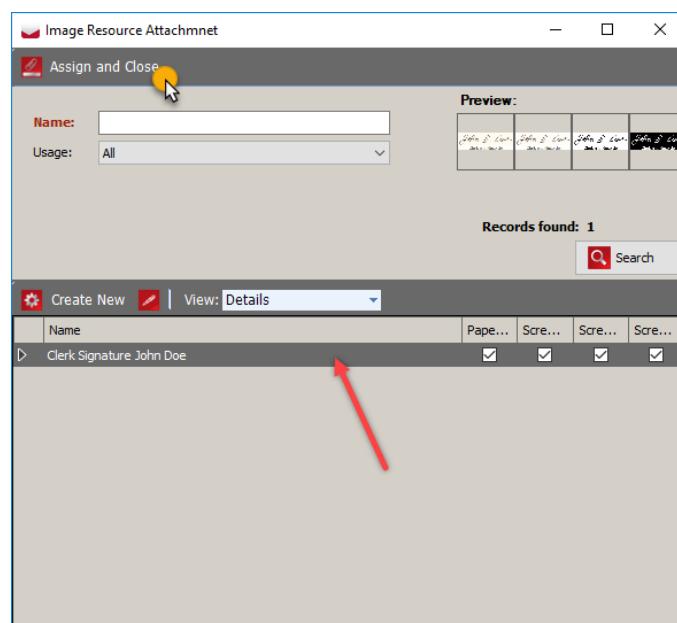
10. From the **Data Bind** section of the screen, select the ‘...’



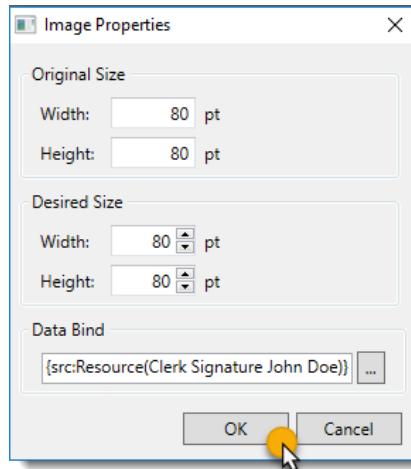
11. Select **Resource**, then click **OK**.



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**.

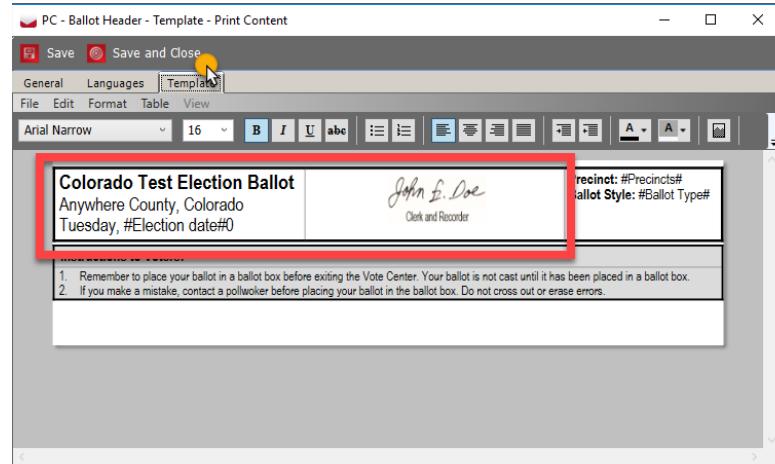


Note: The image will still appear in the template as the icon displayed before attaching the image resource file.

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.

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.

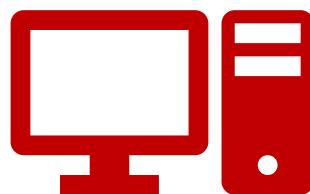
Chapter Two: Election Project Definition

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

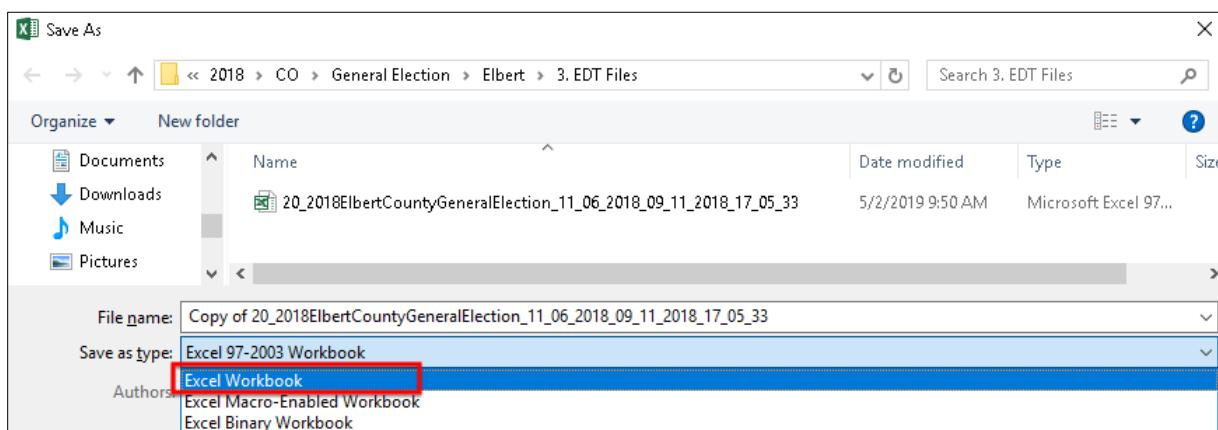
Prior to this step - review the SCORE spreadsheet for duplicate contest names, update the **District Position** field in SCORE as needed to ensure they are unique, and re-export the spreadsheet.

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

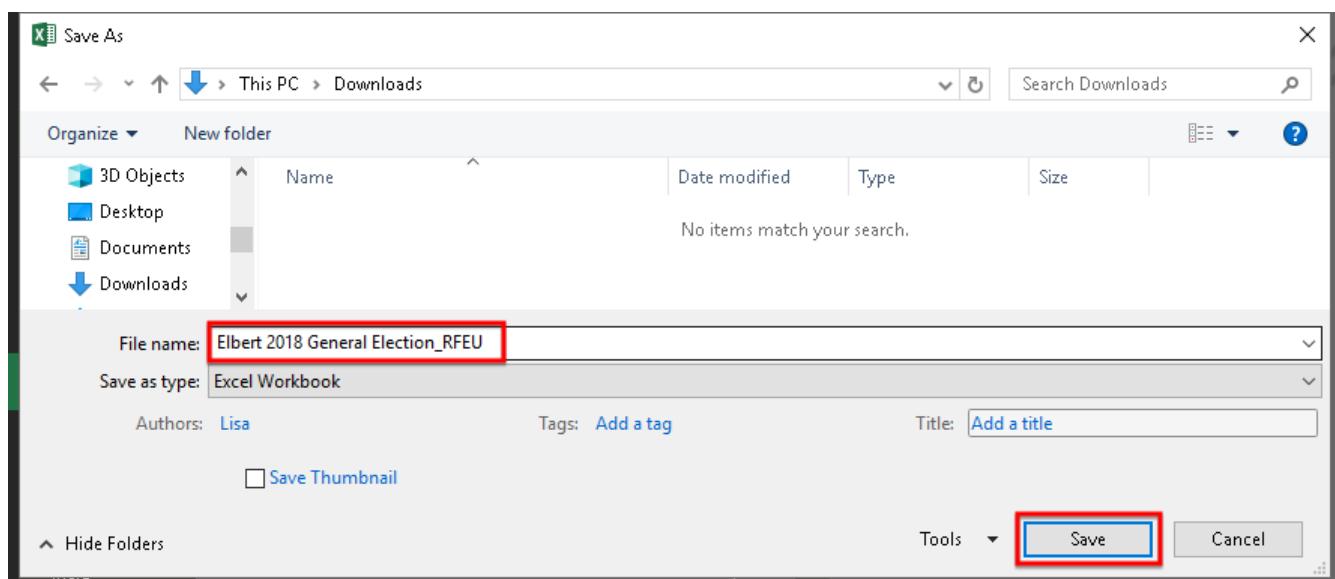
2. In Excel, click **File** and then click **Save As**.
3. From the **Save as type:** drop-down menu, select **Excel Workbook**.



4. Save the file using this naming convention:

CountyName_year_Election Name_RFEU (RFEU stands for Ready for Excel Update.)

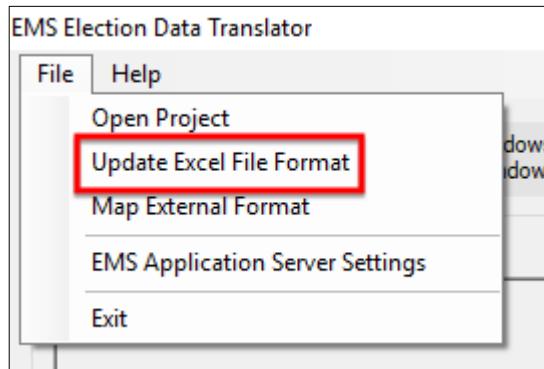
5. Click the **Save** button.



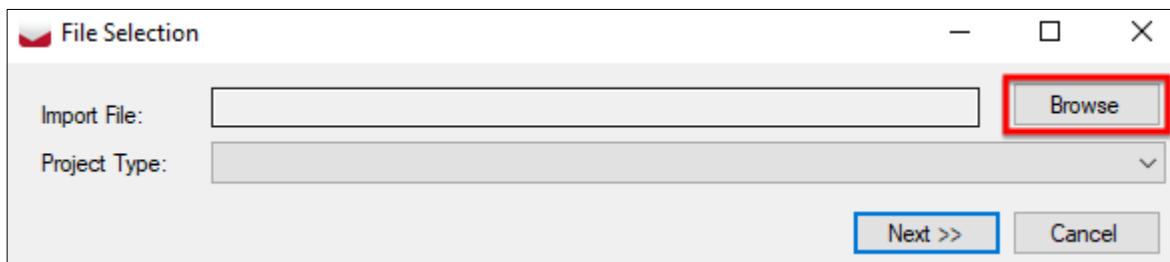
2.2 Election Data Translator (EDT): Update Excel File Format

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

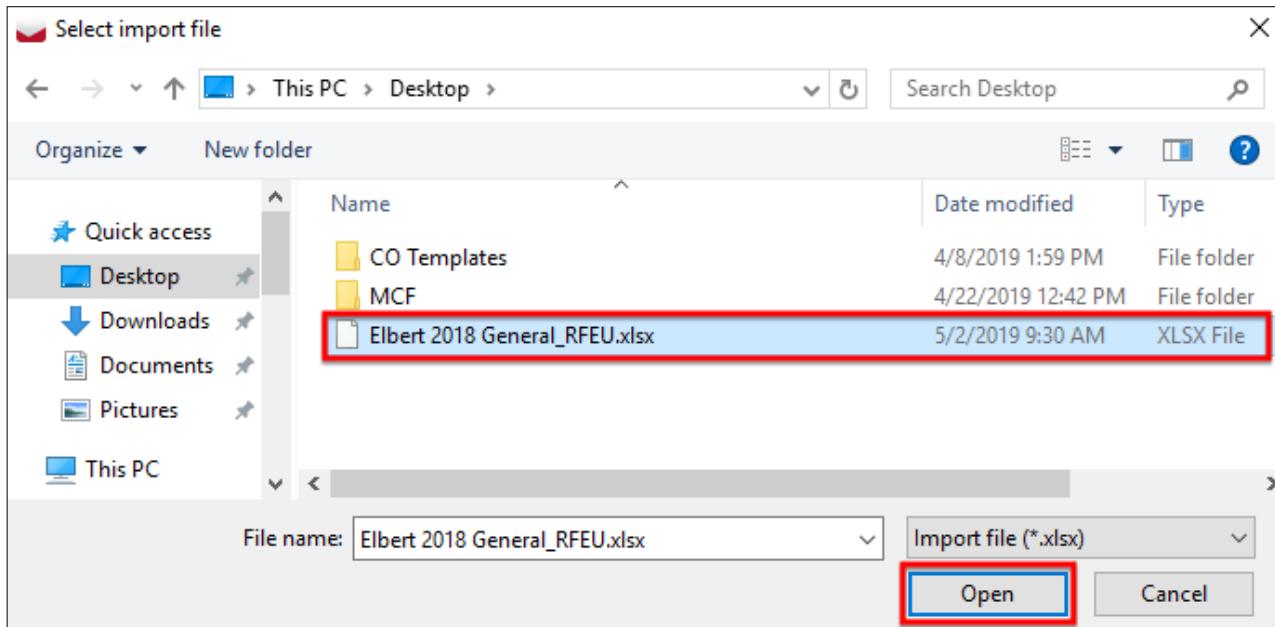
1. Launch EDT.
2. Select **File** and then select **Update Excel File Format**.



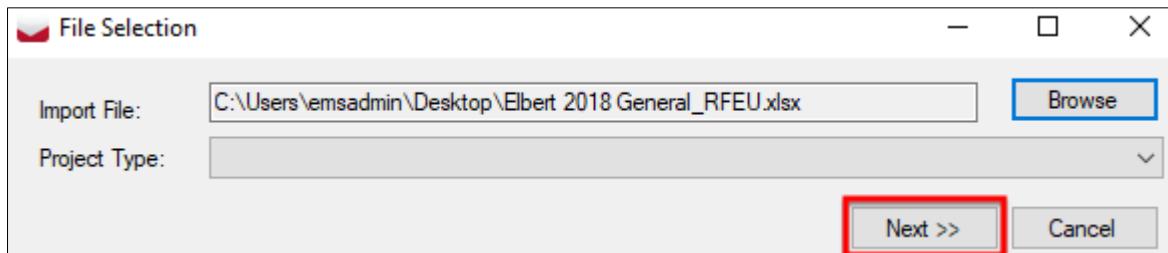
3. Click **Browse** to navigate to the location of the file created above.



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

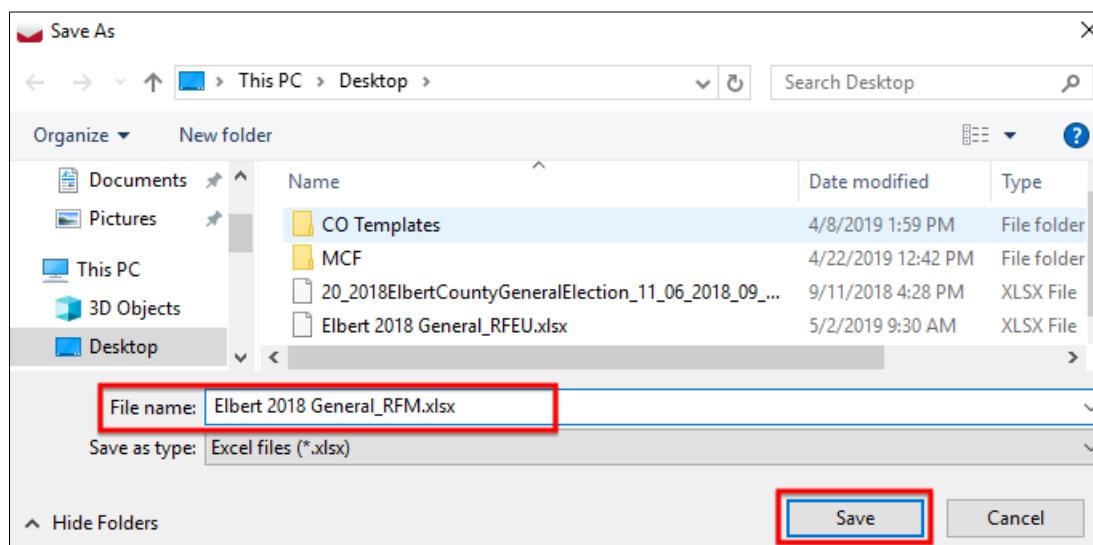


5. Click the **Next** button.

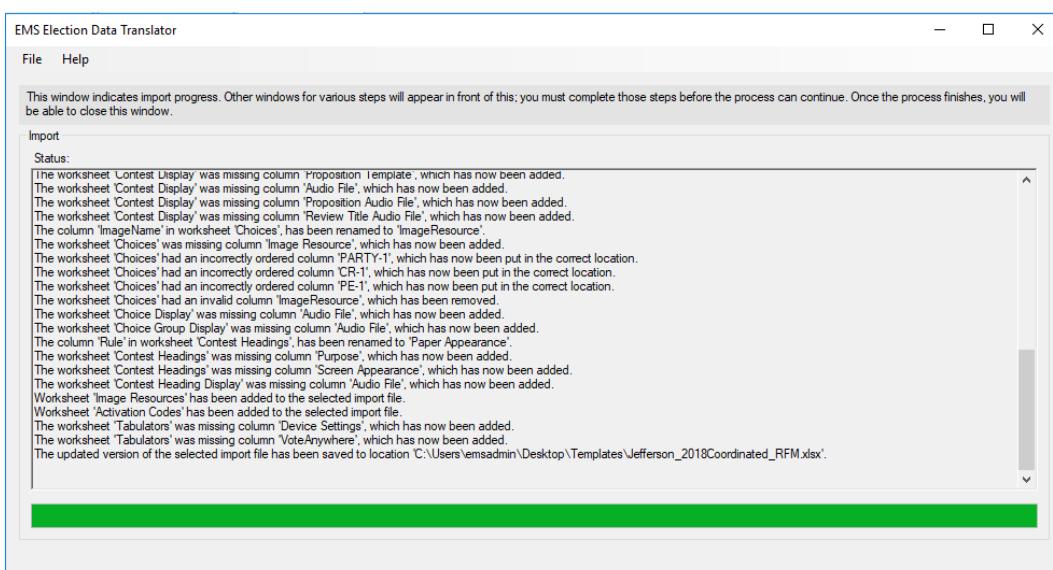


6. Save the file. Use the naming convention:

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.



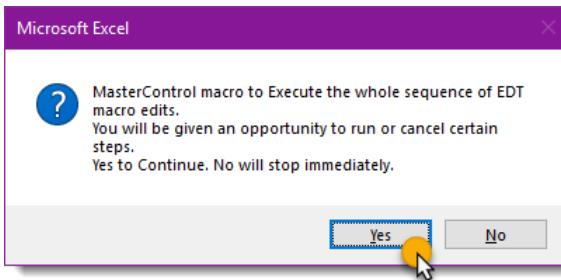
2.3 Run Macros to the SCORE Export File

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

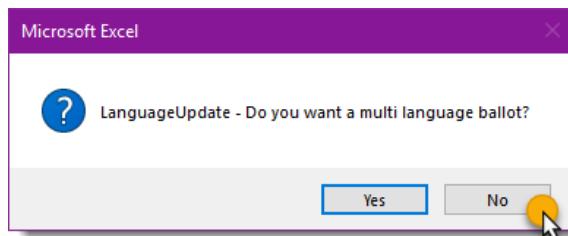
1. Open the macro file in Excel. If you receive the **Security Warning** that “*Macros have been disabled.*”, click the **Enable Content** button.

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

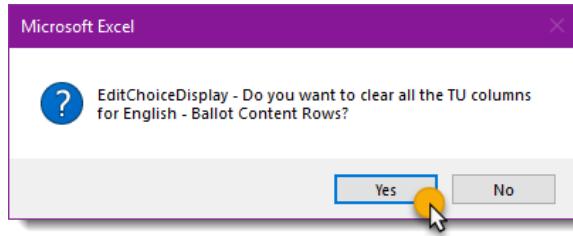
2. Open your SCORE export file in Excel.
3. Execute the macros by pressing **CTRL + SHIFT + M** on your keyboard.



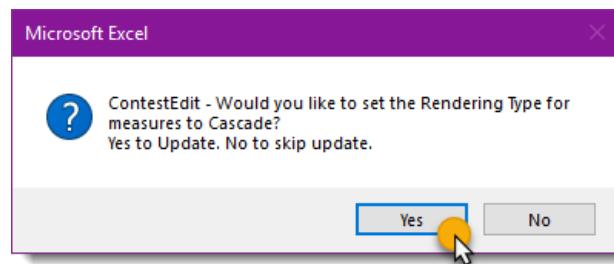
4. The workbook will prompt you to answer whether you want a multi-language ballot or not. Click **No** to create a monolingual, single language ballot, or **Yes** to create a bilingual ballot.



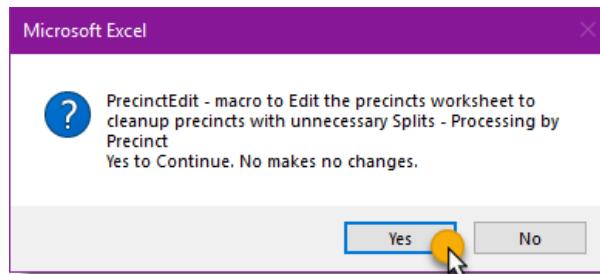
5. The next prompt will ask you to confirm if you wish to clear the TU columns for English -Ballot Content Rows. Click **Yes**.



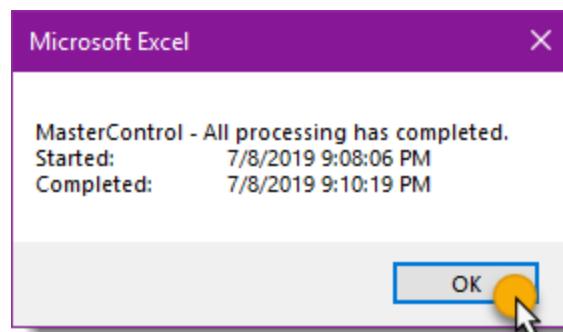
6. The next prompt will ask you to confirm if you would like to change the measure rendering to Cascade. Click **Yes**.



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**.



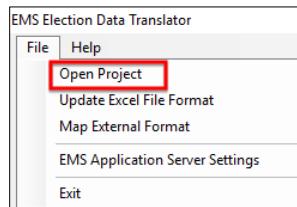
9. Save the file using the naming convention:

CountyName_year Election Name_RFI

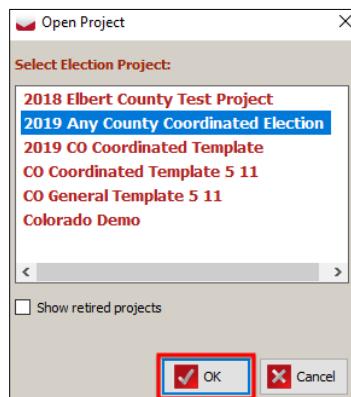
 Elbert 2018 General_RFI.xlsx	5/2/2019 10:25 AM	XLSX File
--	-------------------	-----------

2.4 EDT: Import into Election Project

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



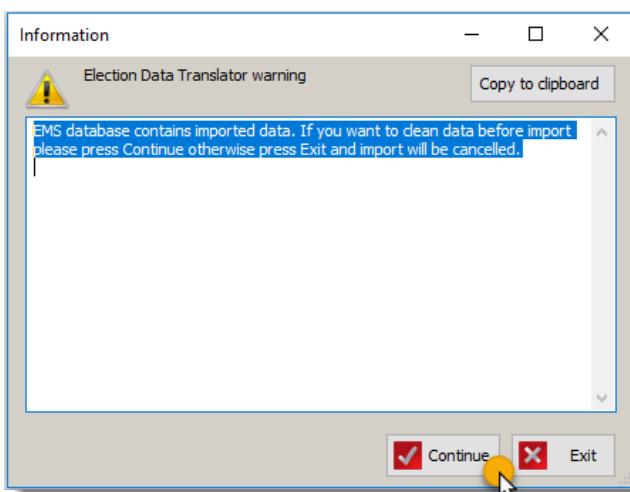
2. Select the project to import into and click **OK**.



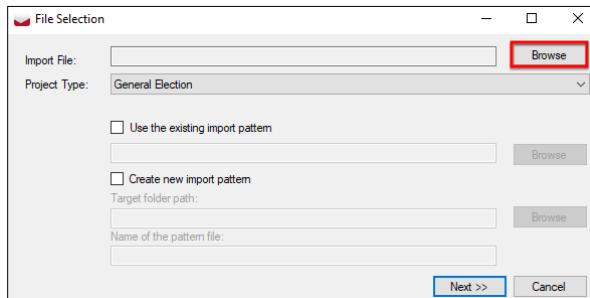
3. Select the **Import data to template election project** option and click **Done**.



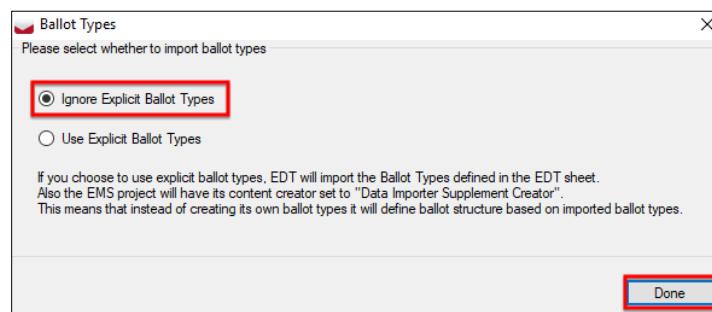
4. An informational message may display, explaining the database contains data. Click **Continue**.



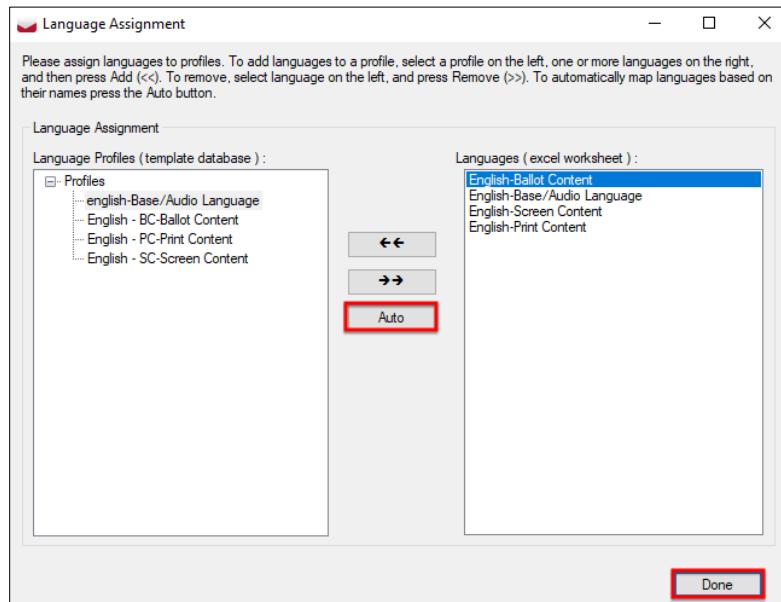
5. From the **File Selection** window, click the **Browse** button.
6. Click the **Next** button.



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



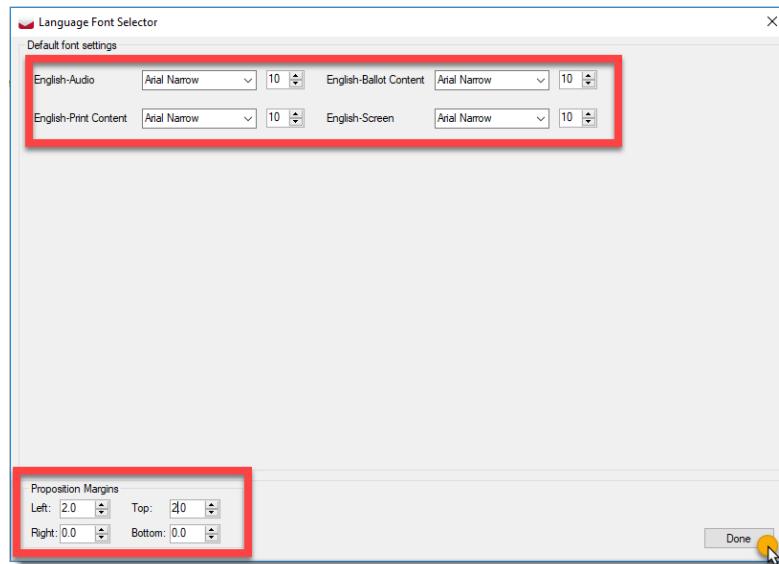
8. From the **Language Assignment** window, select the **Auto** button. This associates the language profiles in the SCORE export with the language profiles in the copied template project. Click **Done**.



9. In the **Language Font Selector** screen:

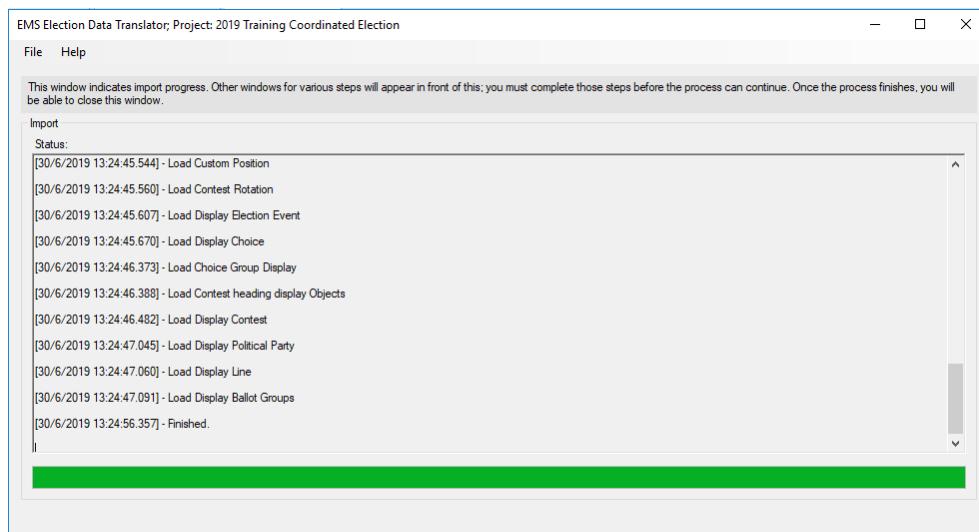
- Set the font for default rendering of RTF Text for Audio, Print, Ballot Content, and Screen Purpose to **Arial Narrow**.
- Set the proposition margins for the RTF text to **Left = 2.0 Top = 2.0**.

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.

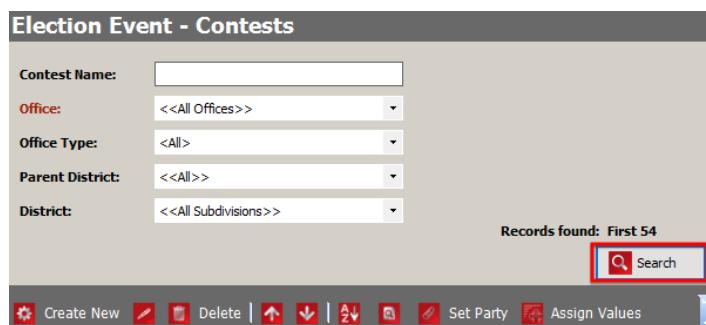
2.5 Modify Contests that Require Write-ins

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.

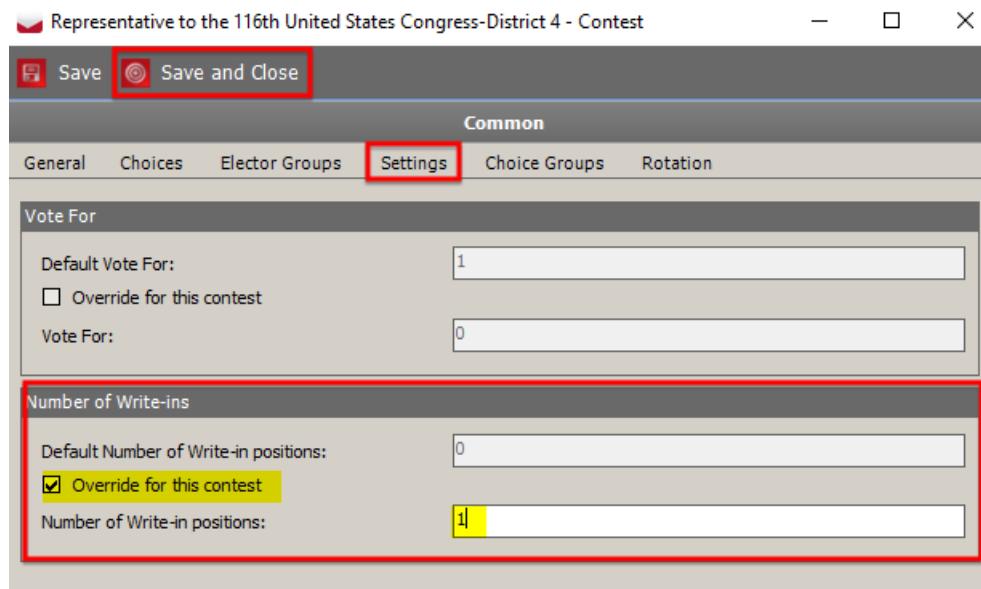
1. Expand the **Election Event** section of the left navigation pane and select **Contests**.



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



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**.



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.

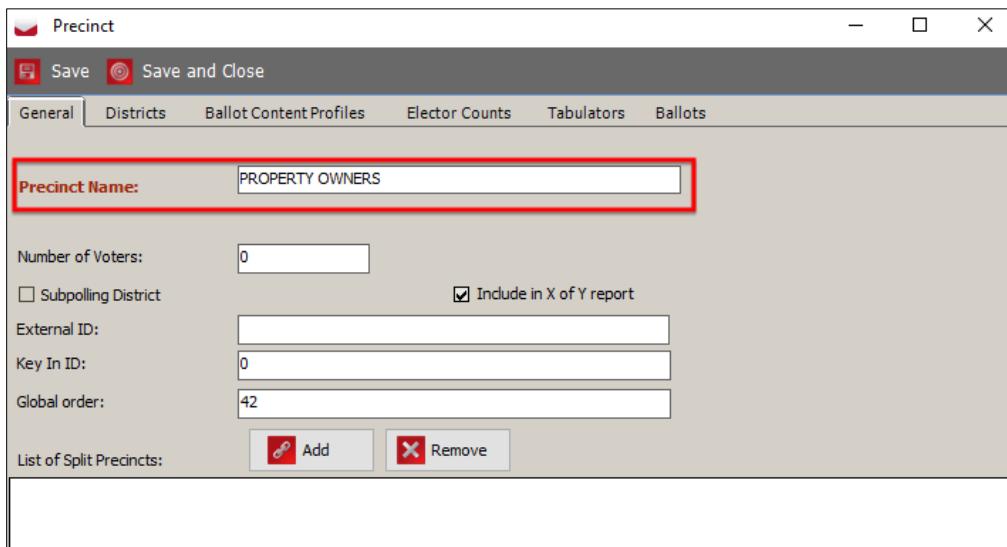
1. Expand the **Divisioning** section of the left navigation pane and select **Precincts**.



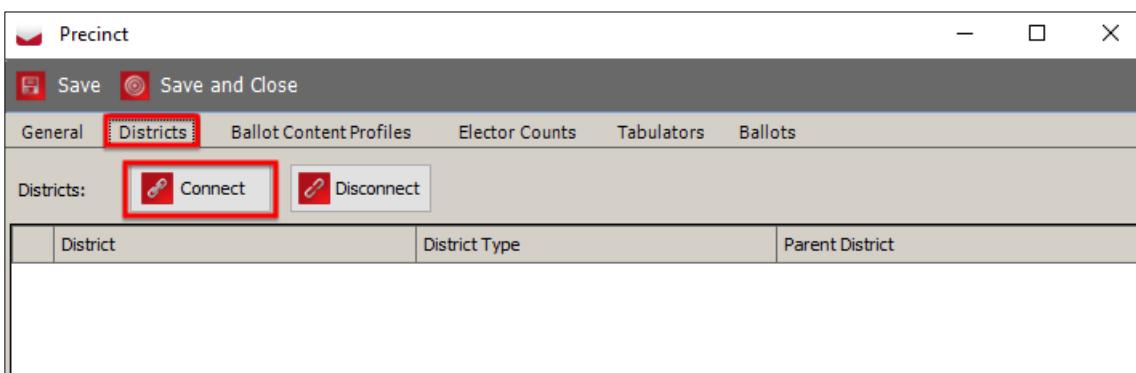
2. Click **Search** to view the list of precincts or click **Create New** to create a new precinct.



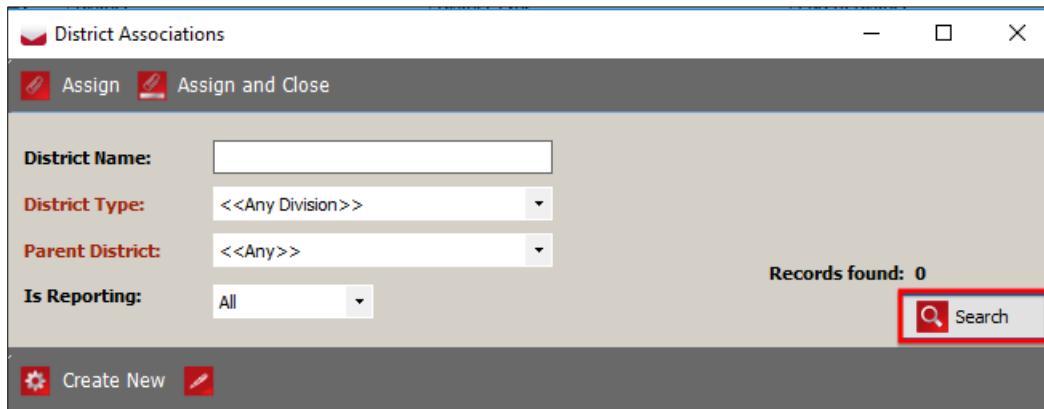
3. Enter a name for the **Precinct Name** (e.g. PROPERTY OWNERS).



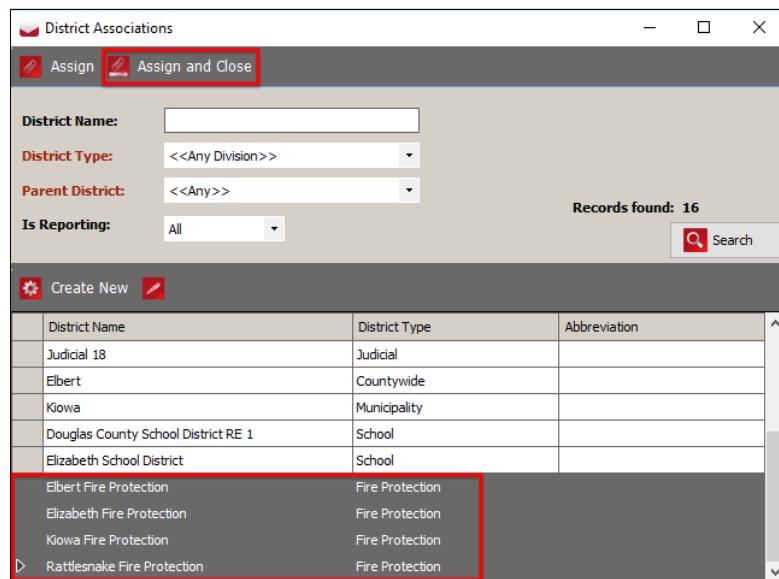
4. Click on the **Districts** tab and then click the **Connect** button.



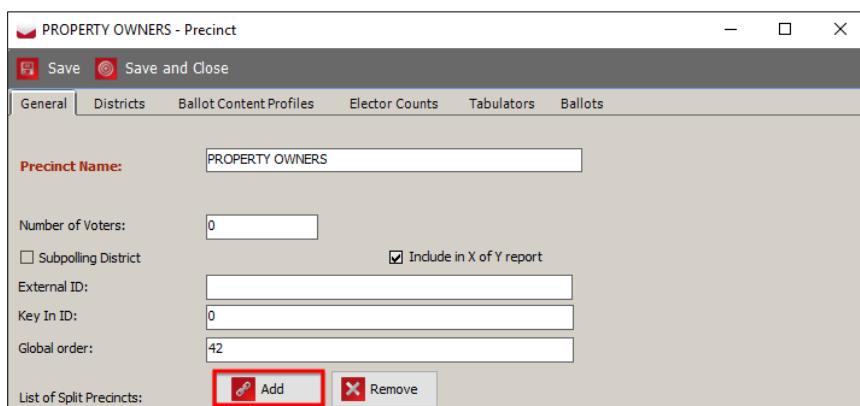
5. From the **District Associations** window, click the **Search** button.



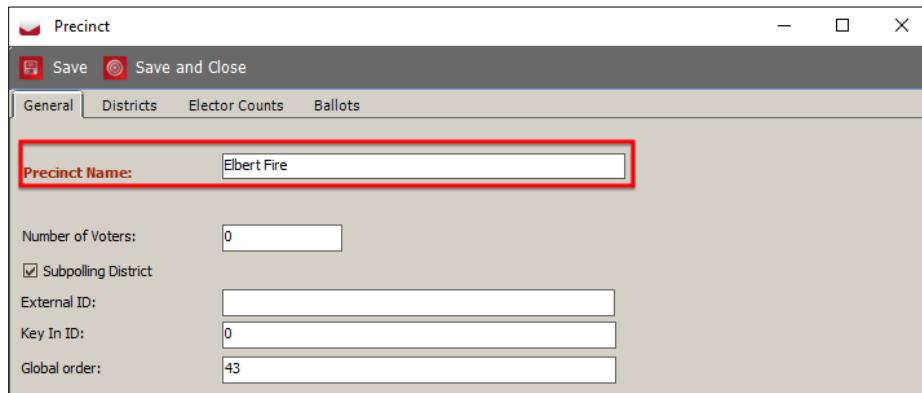
6. Select any districts that need to be assigned (use **CTRL + click** to select multiple districts). Click **Assign and Close**.



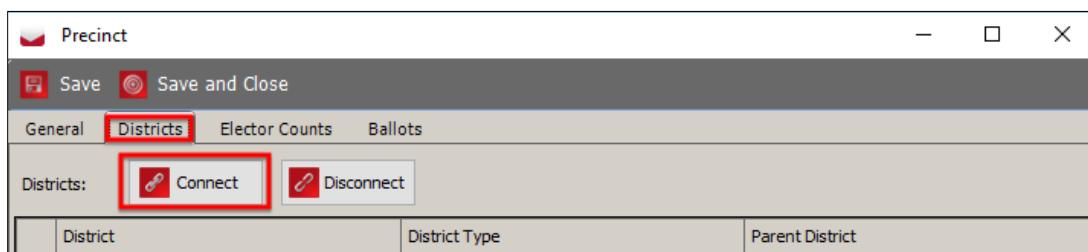
7. To add specific splits (when multiple property owner ballots need to be created), click the **Add** button from the **General** tab on the **Precinct** window.



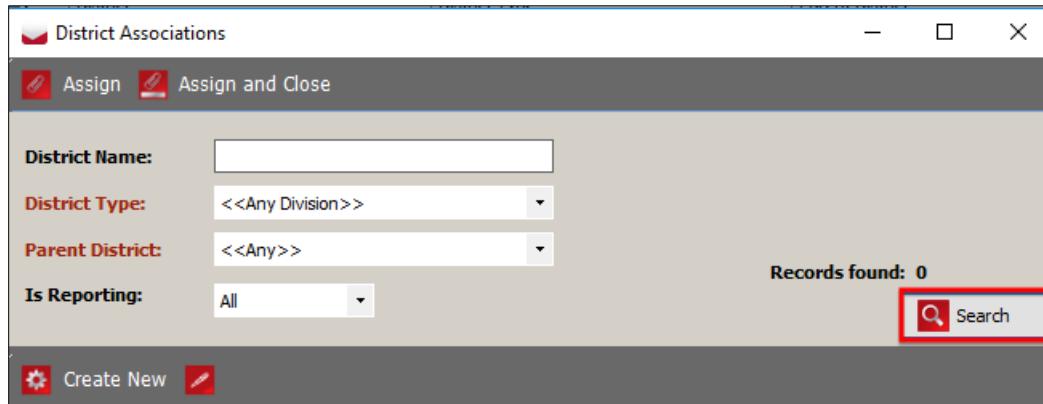
8. Enter a name for the split (e.g. Elbert Fire).



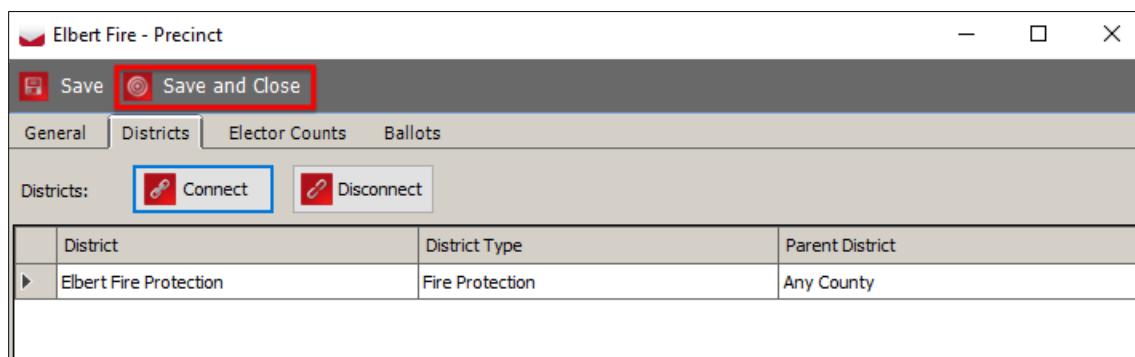
9. Click the **Districts** tab and then click the **Connect** button.



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



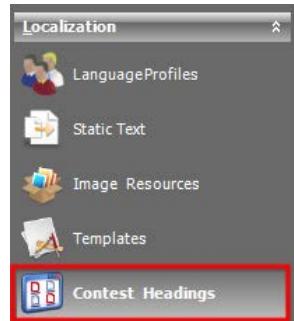
11. Click the district to be added and click **Assign and Close**. From the previous screen (the **Split Precinct** screen), click **Save and Close**. Create as many splits as necessary for all property owner ballots



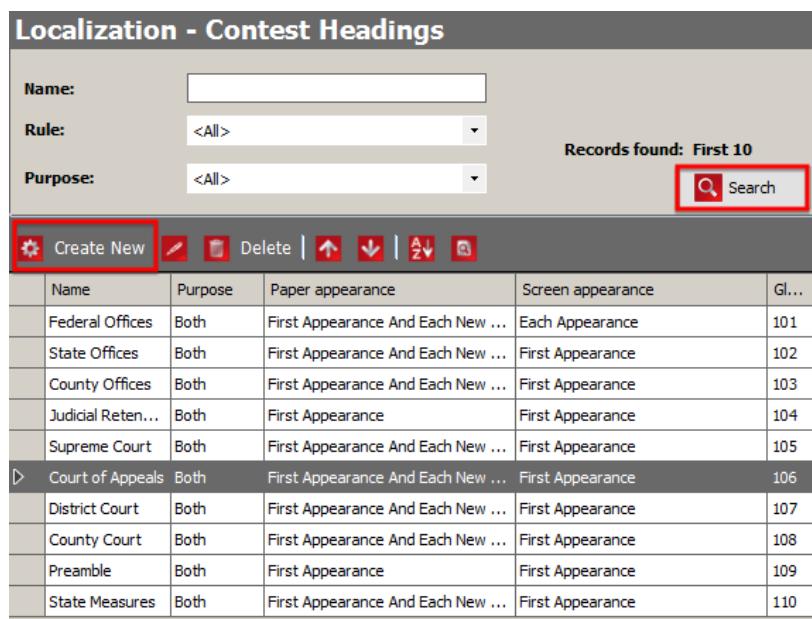
2.7 Create Contest Headings

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**.

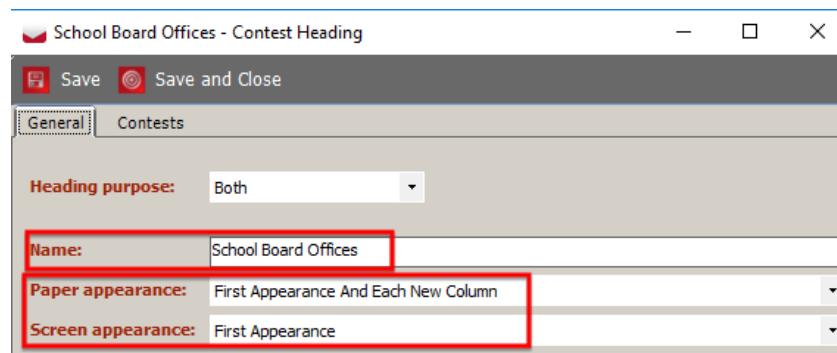


2. Click on **Search** to display available contest headings. If a new contest heading is needed, click on **Create New**.



Localization - Contest Headings					
Name:	Rule:	Purpose:	Records found: First 10		
<input type="button" value="Create New"/> <input type="button" value="Delete"/> <input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="A-Z"/> <input type="button" value="Z-A"/>					
Federal Offices	Both	First Appearance And Each New Column	Each Appearance	101	
State Offices	Both	First Appearance And Each New Column	First Appearance	102	
County Offices	Both	First Appearance And Each New Column	First Appearance	103	
Judicial Reten...	Both	First Appearance	First Appearance	104	
Supreme Court	Both	First Appearance And Each New Column	First Appearance	105	
Court of Appeals	Both	First Appearance And Each New Column	First Appearance	106	
District Court	Both	First Appearance And Each New Column	First Appearance	107	
County Court	Both	First Appearance And Each New Column	First Appearance	108	
Preamble	Both	First Appearance	First Appearance	109	
State Measures	Both	First Appearance And Each New Column	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

Save Save and Close

General Contests

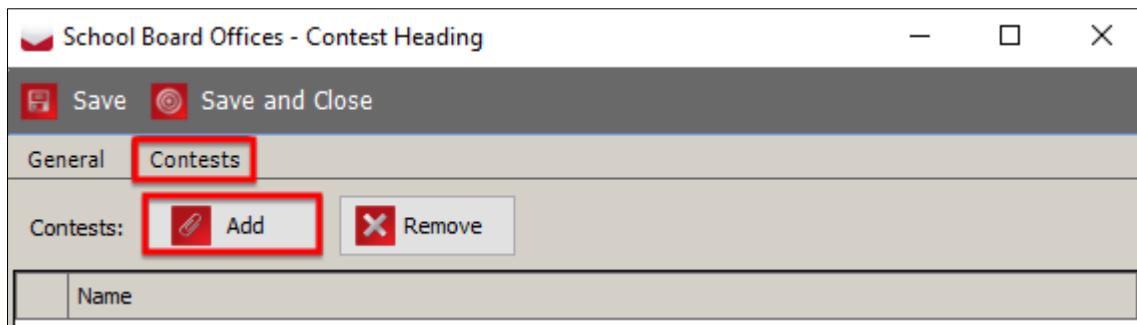
Heading purpose: Both

Name: School Board Offices

Paper appearance: First Appearance And Each New Column

Screen appearance: First Appearance

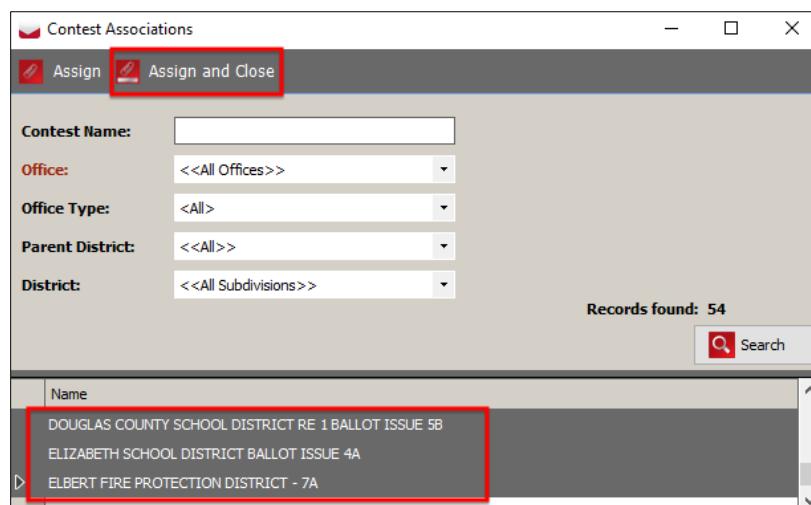
4. Click on the **Contests** tab and click the **Add** button.



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.

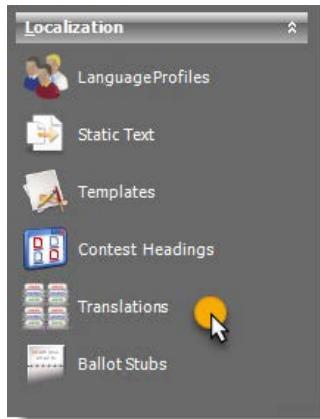
For example:

- 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

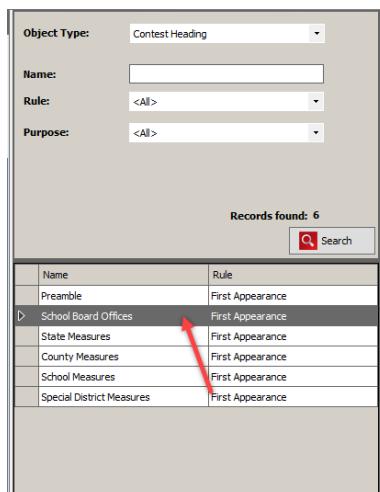
1. Expand the **Localization** section on the left navigation pane and select **Translations**.



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.

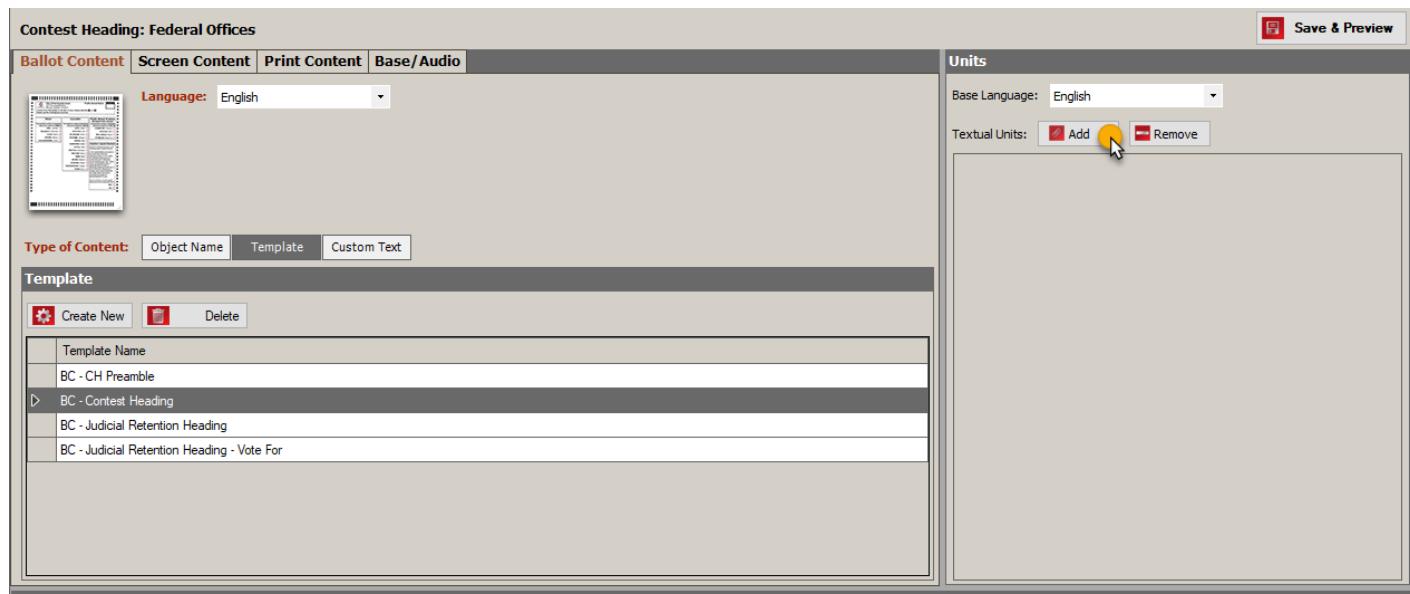


4. From the right of the screen, click the **Add** button to add a Textual Unit to the selected item.
5. In the textual unit, enter the text to be displayed on the ballot.

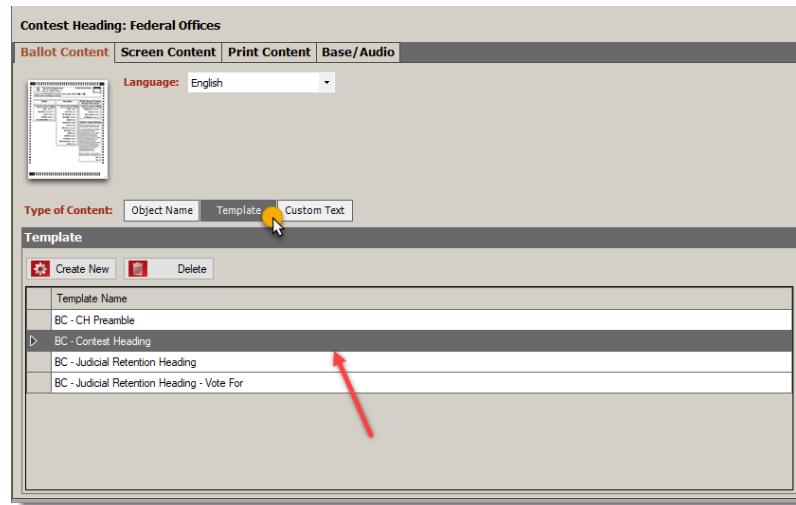
For example:

- School Board Offices
- Municipal Offices
- School District Questions

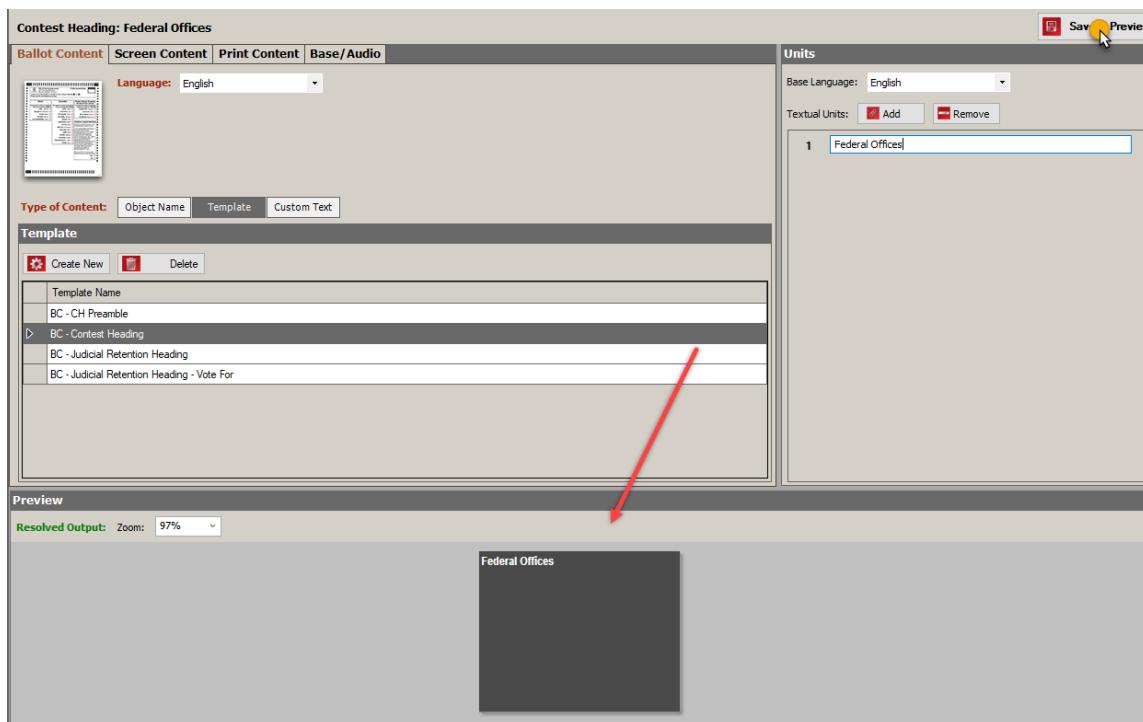
6. Click **Save & Preview** from the upper right section of the screen to save the data you entered.



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



8. 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.



9. 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.

The screenshot shows a table titled 'Divisioning - Offices' with a search bar at the top. The search bar contains 'Office Name:'. To the right of the search bar is the text 'Records found: First 54' and a 'Search' button. Below the search bar is a toolbar with buttons for 'Create New', 'Delete', 'Search', 'Create All Contests', and 'Assign Values'. The table has three columns: 'Name', 'District Type', and 'Office Type'. The data in the table is as follows:

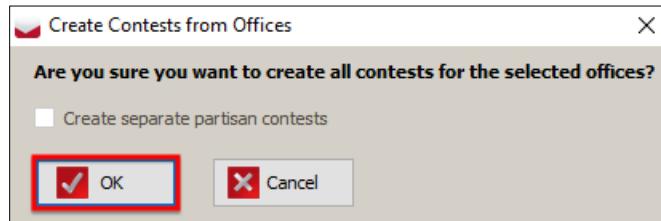
Name	District Type	Office Type
Representative to the 116th United States Congress-District 4	Congressional	Candidacy
Governor	Statewide	Candidacy
Secretary of State	Statewide	Candidacy
State Treasurer	Statewide	Candidacy
Attorney General	Statewide	Candidacy

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**.

The screenshot shows the 'Instructional Contest - Office' dialog box. The 'Save and Close' button is highlighted with a red box. The dialog has tabs for 'General', 'Settings', 'Ranked Choice Voting', and 'Rotation'. The 'General' tab is selected. The fields in the 'General' tab are as follows:

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

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



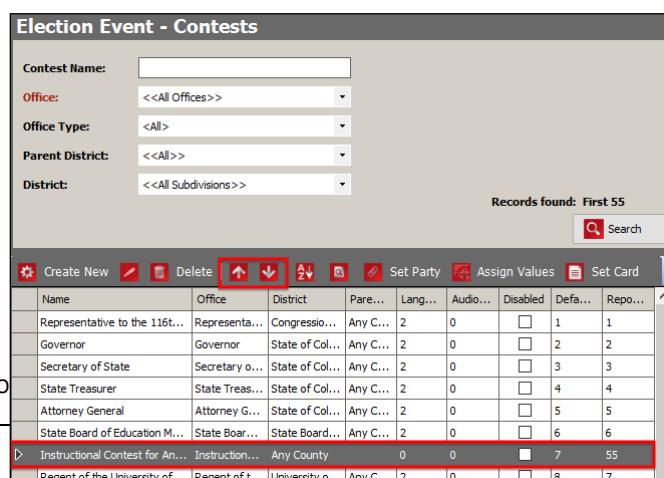
7. In the **Create Contests from Offices** pop-up screen, click on **OK** to create the new instructional contest. An information window appears stating that contests have been created successfully.
8. Expand the **Election Event** section on the left navigation pane and select **Contests**.



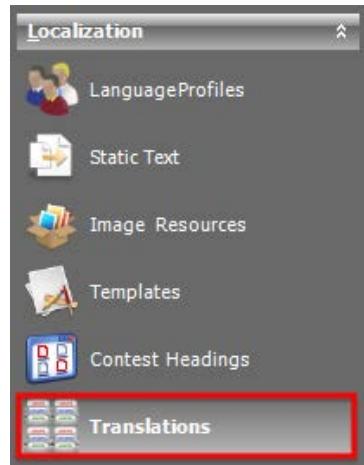
9. Click **Search** to view the list of contests.



10. 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 interface. At the top, a dropdown menu labeled "Object Type" is set to "Contest" and is highlighted with a red box. Below it are five filter fields: "Contest Name" (empty), "Office" (set to "<<All Offices>>"), "Office Type" (set to "<All>"), "Parent District" (set to "<<All>>"), and "District" (set to "<<All Subdivisions>>"). At the bottom, the text "Records found:" is followed by a search button with a magnifying glass icon and the word "Search", which is also highlighted with a red box.

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

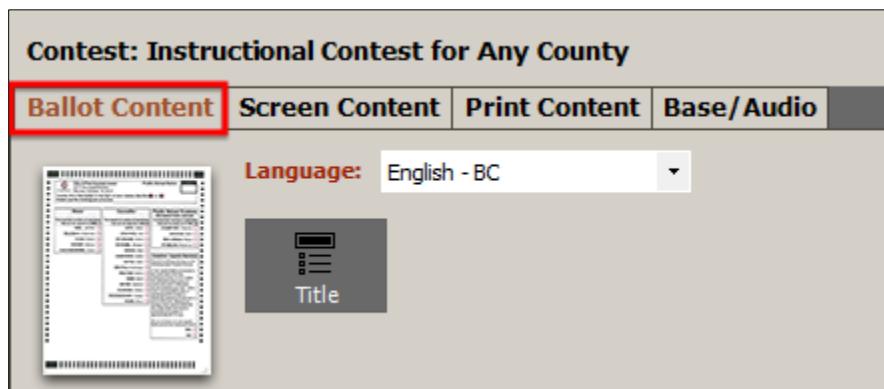
Name	Type
Representative to the 116th Unite...	Candidacy
Governor	Candidacy
Secretary of State	Candidacy
State Treasurer	Candidacy
Attorney General	Candidacy
State Board of Education Member ...	Candidacy
Regent of the University of Colora...	Candidacy
State Senator - District 2	Candidacy
State Representative - 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



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**

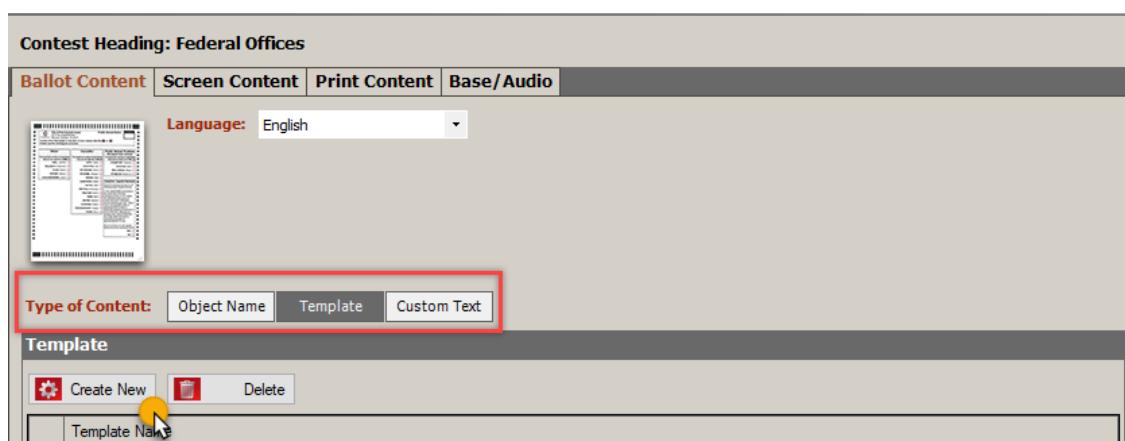
Language: English

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

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

Language: English - BC

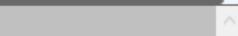
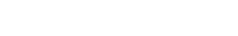
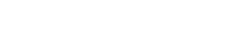


Title

Type of Content: Object Name | Template | Custom Text

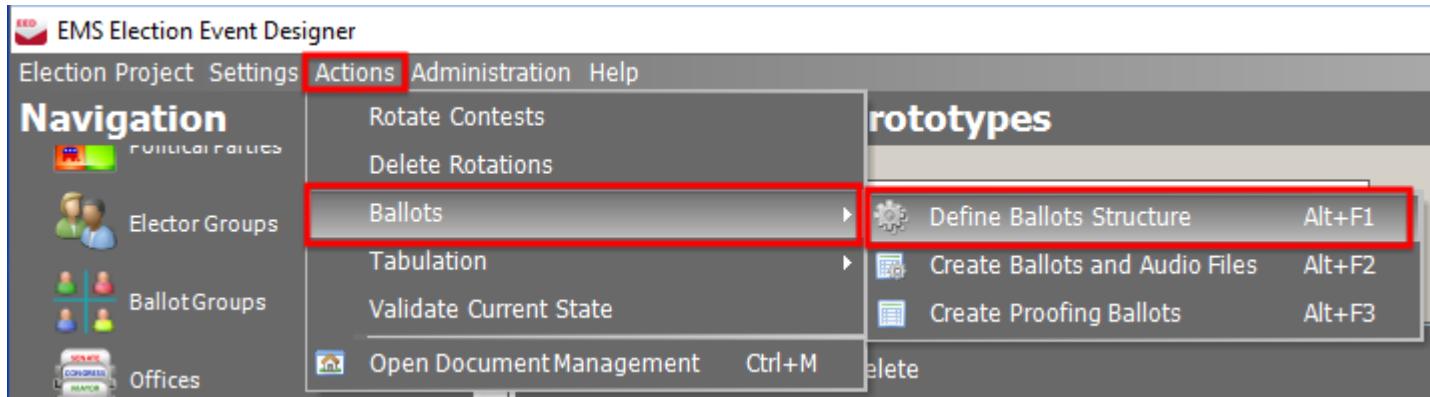
Custom Text

File Edit Format Table View

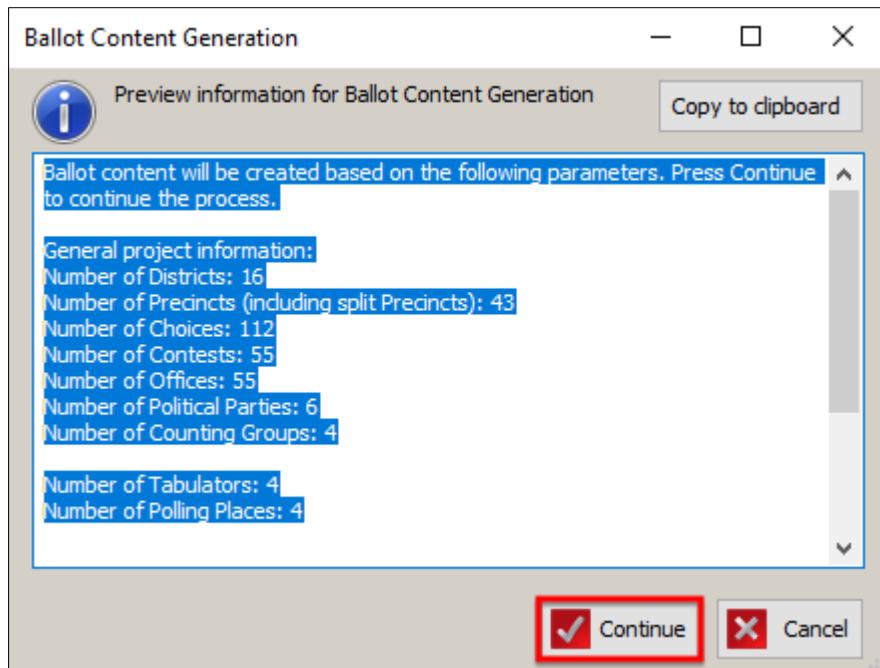
Arial Narrow | 10 | **B** *I* U abc |                                    <img alt="Text orientation icons" data-bbox="458 7704 604 772

2.10 Define Ballots Structure/Advance to Election Project Styling

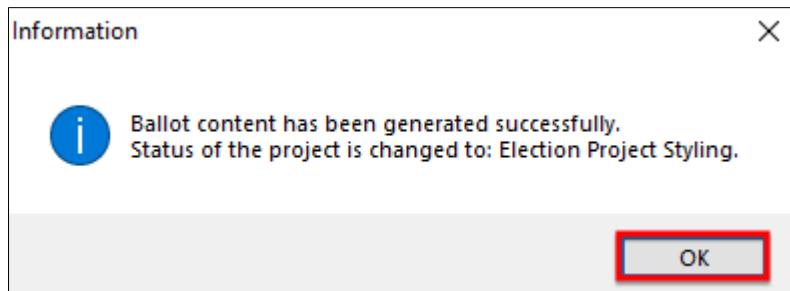
1. Select **Actions**, select **Ballots**, and then select **Define Ballots Structure**.



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



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



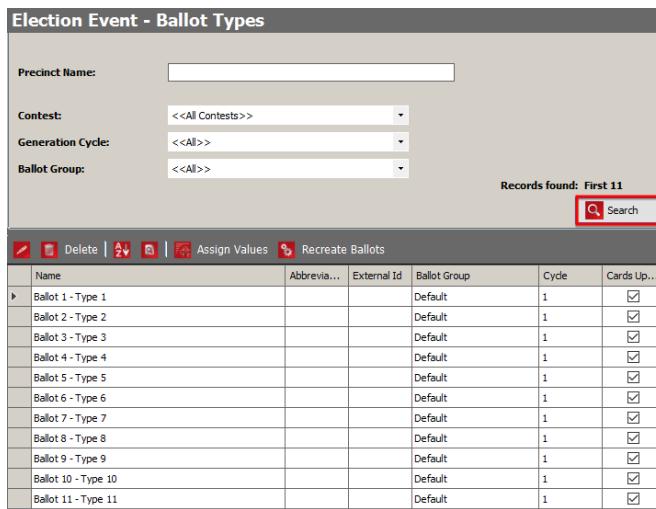
2.11 Rename Ballot Types

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**.

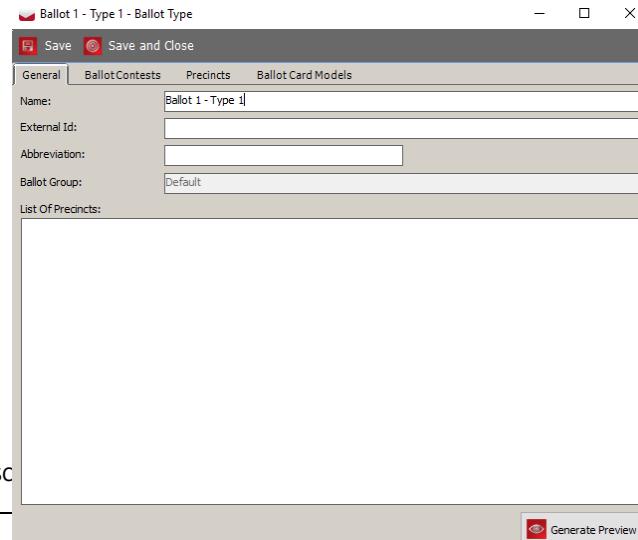


2. Click **Search** to view the list of ballot types.

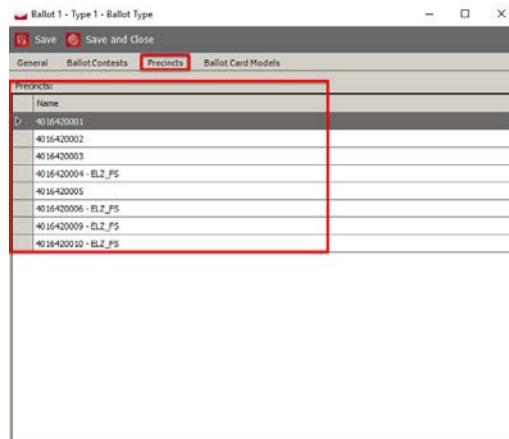
A screenshot of the 'Election Event - Ballot Types' search results table. The table has columns: Name, Abbrevia..., External Id, Ballot Group, Cycle, and Cards Up... (with checkboxes). The table lists 11 rows of ballot types, all with 'Default' in the Ballot Group column and checked checkboxes in the Cards Up... column. The 'Search' button is highlighted with a red box in the top right corner of the table header.

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"/>

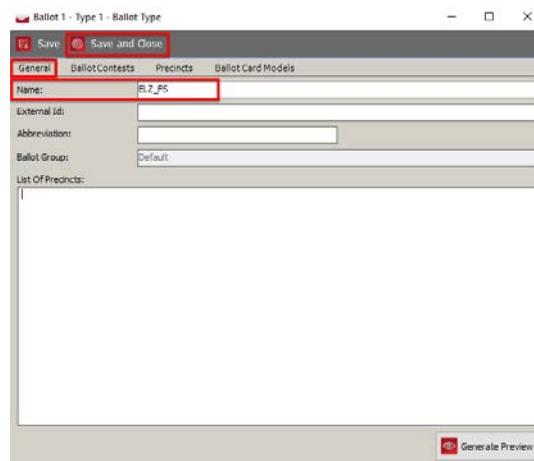
3. Select a ballot type from the list by double-clicking on it.

A screenshot of the 'Ballot 1 - Type 1 - Ballot Type' edit dialog. The dialog has tabs: General, Ballot Contests, Precincts, and Ballot Card Models. The General tab is selected. It contains fields: Name (Ballot 1 - Type 1), External Id, Abbreviation, and Ballot Group (Default). The 'Save' and 'Save and Close' buttons are at the top left. The 'Generate Preview' button is at the bottom right.

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**.

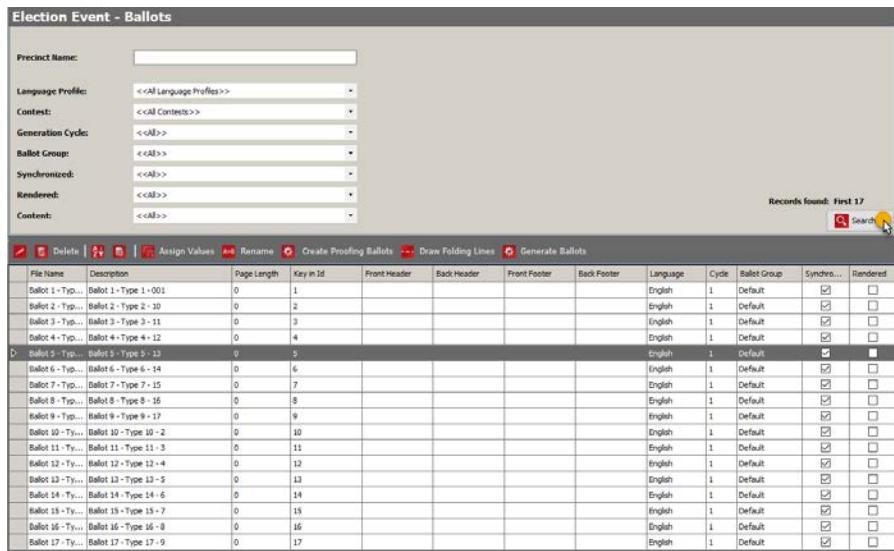


6. Repeat the process for all ballot types.

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

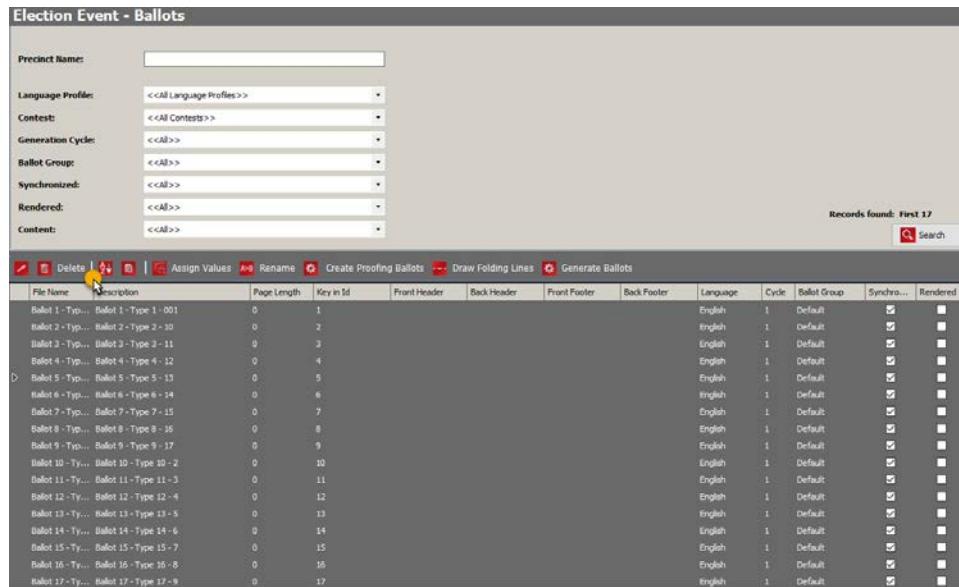
To delete the ballot cards:

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>>																									
Content:	<<All>>																									
Records found: First 17																										
 Search																										
File Name	Description	Page Length	Key in Id	Front Header	Back Header	Front Footer	Back Footer	Language	Cycle	Ballot Group	Synchron...	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 - Ty...	Ballot 10 - Type 10 - 2	0	10					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
Ballot 11 - Ty...	Ballot 11 - Type 11 - 3	0	11					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
Ballot 12 - Ty...	Ballot 12 - Type 12 - 4	0	12					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
Ballot 13 - Ty...	Ballot 13 - Type 13 - 5	0	13					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
Ballot 14 - Ty...	Ballot 14 - Type 14 - 6	0	14					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
Ballot 15 - Ty...	Ballot 15 - Type 15 - 7	0	15					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
Ballot 16 - Ty...	Ballot 16 - Type 16 - 8	0	16					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
Ballot 17 - Ty...	Ballot 17 - Type 17 - 9	0	17					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>														

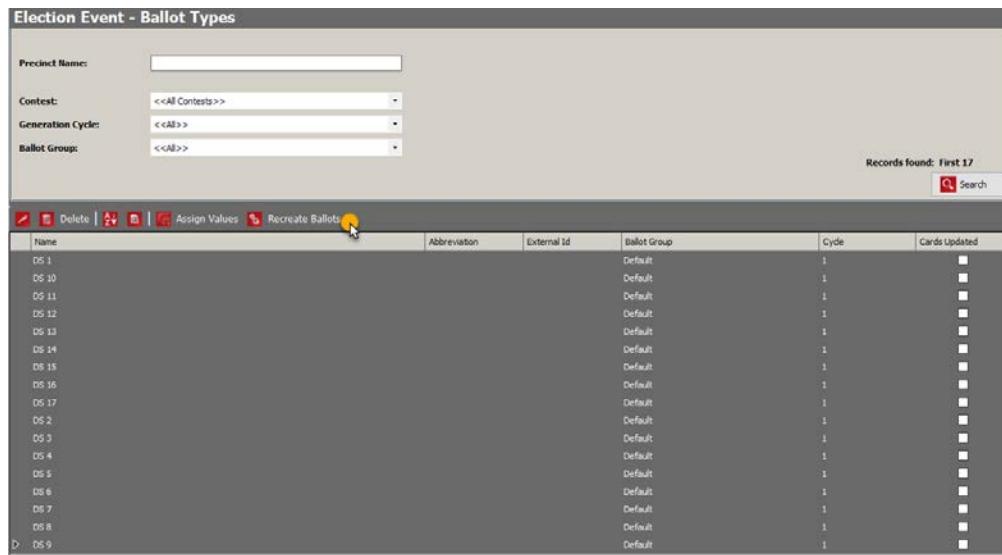
9. Select all cards and click the **Delete** button.



Election Event - Ballots																										
Precinct Name:																										
Language Profile:	<<All Language Profiles>>																									
Contest:	<<All Contests>>																									
Generation Cycle:	<<All>>																									
Ballot Group:	<<All>>																									
Synchronized:	<<All>>																									
Rendered:	<<All>>																									
Content:	<<All>>																									
Records found: First 17																										
 Delete																										
File Name	Description	Page Length	Key in Id	Front Header	Back Header	Front Footer	Back Footer	Language	Cycle	Ballot Group	Synchron...	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 - Ty...	Ballot 10 - Type 10 - 2	0	10					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
Ballot 11 - Ty...	Ballot 11 - Type 11 - 3	0	11					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
Ballot 12 - Ty...	Ballot 12 - Type 12 - 4	0	12					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
Ballot 13 - Ty...	Ballot 13 - Type 13 - 5	0	13					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
Ballot 14 - Ty...	Ballot 14 - Type 14 - 6	0	14					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
Ballot 15 - Ty...	Ballot 15 - Type 15 - 7	0	15					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
Ballot 16 - Ty...	Ballot 16 - Type 16 - 8	0	16					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
Ballot 17 - Ty...	Ballot 17 - Type 17 - 9	0	17					English	1	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>														

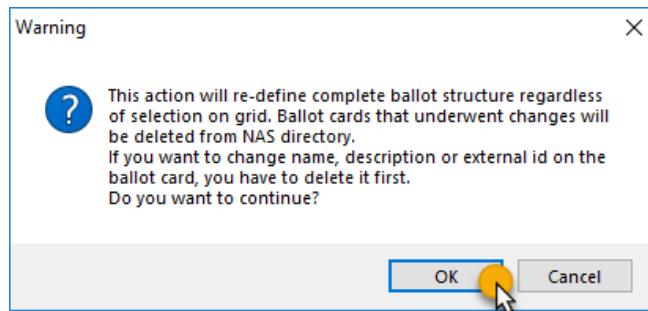
To re-create the ballot cards.

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**.

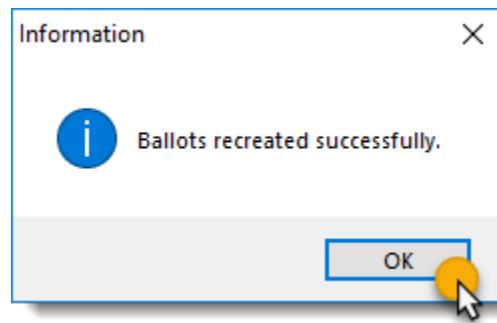


The screenshot shows a grid of ballot types. The columns are: Name, Abbreviation, External Id, Ballot Group, Cycle, and Cards Updated. The rows list ballot types from DS 1 to DS 17. The 'Cards Updated' column shows a series of small squares, with the last few being highlighted with yellow circles. The toolbar at the bottom includes buttons for Delete, Assign Values, and Recreate Ballots, with the 'Recreate Ballots' button highlighted by a yellow circle.

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



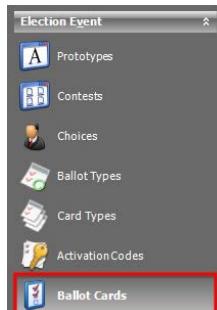
13. An informational message will display. Click **OK**.



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.

Election Event - Ballots

Precinct Name:	<input type="text"/>
Language Profile:	<input type="button" value="<<All Language Profiles>>"/>
Contest:	<input type="button" value="<<All Contests>>"/>
Generation Cycle:	<input type="button" value="<<All>>"/>
Ballot Group:	<input type="button" value="<<All>>"/>
Synchronized:	<input type="button" value="<<All>>"/>
Rendered:	<input type="button" value="<<All>>"/>
Content:	<input type="button" value="<<All>>"/>

Records found: First 33

Delete | | Assign Values Rename Create Proofing Ballots Generate Ballots

3. Click the **Rename** button.

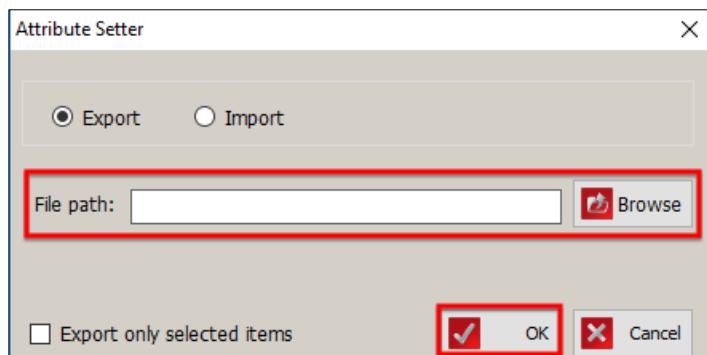
Election Event - Ballots

Precinct Name:	<input type="text"/>
Language Profile:	<input type="button" value="<<All Language Profiles>>"/>
Contest:	<input type="button" value="<<All Contests>>"/>
Generation Cycle:	<input type="button" value="<<All>>"/>
Ballot Group:	<input type="button" value="<<All>>"/>
Synchronized:	<input type="button" value="<<All>>"/>
Rendered:	<input type="button" value="<<All>>"/>
Content:	<input type="button" value="<<All>>"/>

Records found: First 33

Delete | | Assign Values **Rename** Create Proofing Ballots Generate Ballots

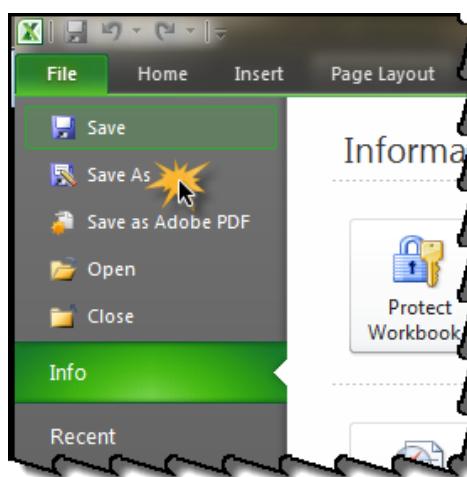
- Leave **Export** selected. Click on the **Browse** button and go to the desktop and click **OK**. A message displays saying **Export file successfully created**. Click **OK** again.



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

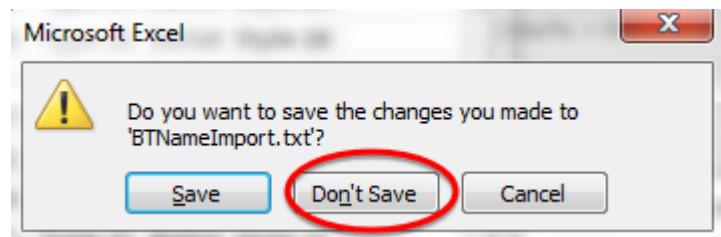
A	B	C	D	E
1	Description	Pdf Name	New Pdf Name	Internal Machine ID
2	1DEM	1DEM	1DEM	1
3	2REP	2REP	2REP	2
4	3LIB	3LIB	3LIB	3
5	4DEM	4DEM	4DEM	4
6	5REP	5REP	5REP	5
7	6DEM	6DEM	6DEM	6
8	7REP	7REP	7REP	7
9	8DEM	8DEM	8DEM	8
10	9REP	9REP	9REP	9
11	10DEM	10DEM	10DEM	10
12	11REP	11REP	11REP	11
13	12DEM	12DEM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

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

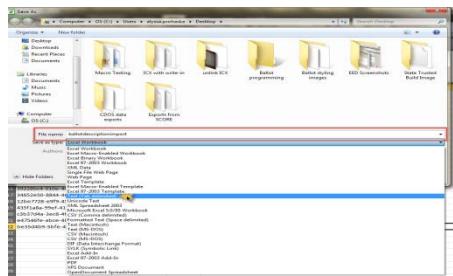


- Enter a filename and select **Text (Tab Delimited)** from the **Save as type** drop-down menu.
- A message about the file type not supporting workbooks with multiple sheets displays. Click **Ok** (this saves only the active sheet).
- A message about incompatible features displays. Click **Yes** to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

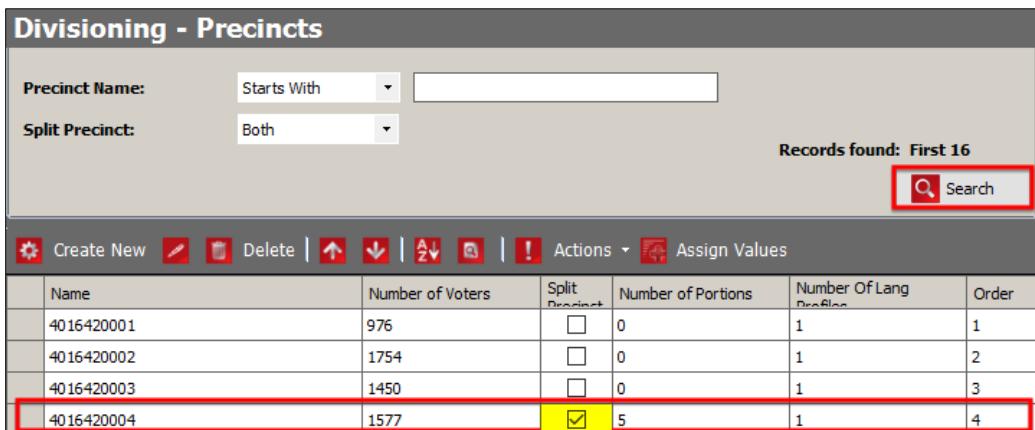
1. Expand the **Divisioning** section on the left navigation pane and select **Precincts**.



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

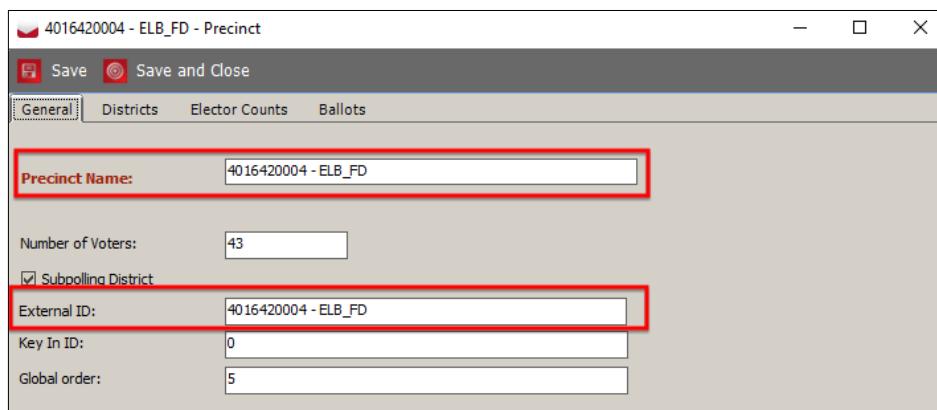
NOTE: The precincts are listed. Precincts with a split are indicated by a check mark in the Split Precinct column.

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.



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**.



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

4016420004 - Precinct

General Districts Ballot Content Profiles Tabulators Ballots

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

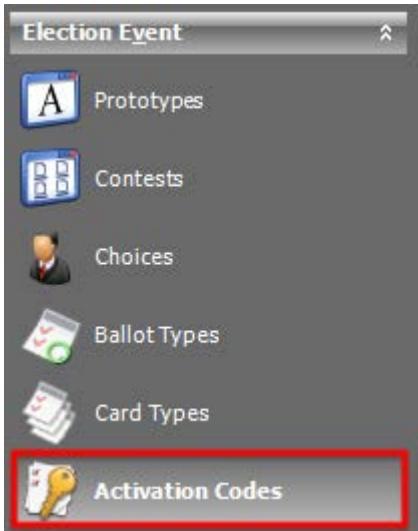
List of Split Precincts:

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

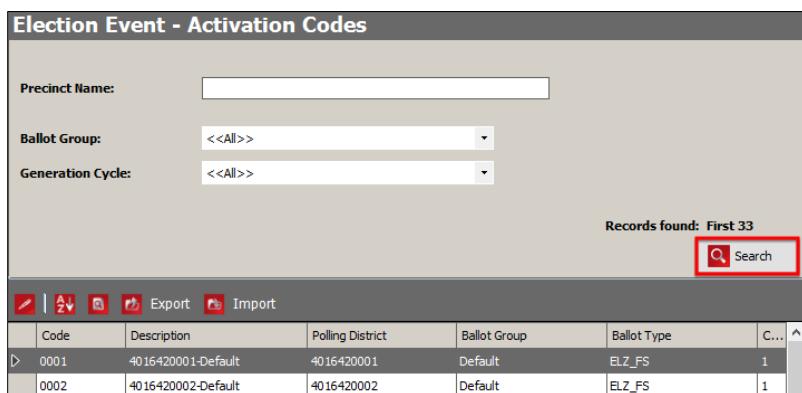
2.14 Rename Activation Codes and Descriptions

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.

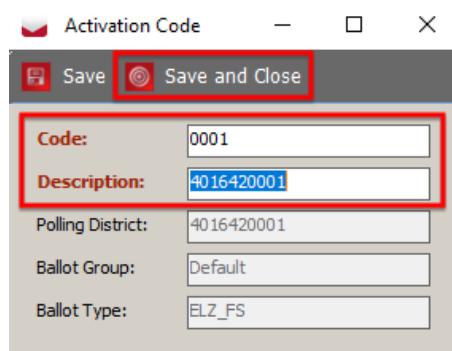
1. Expand the **Election Event** section on the left navigation pane and select **Activation Codes**.



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



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**.

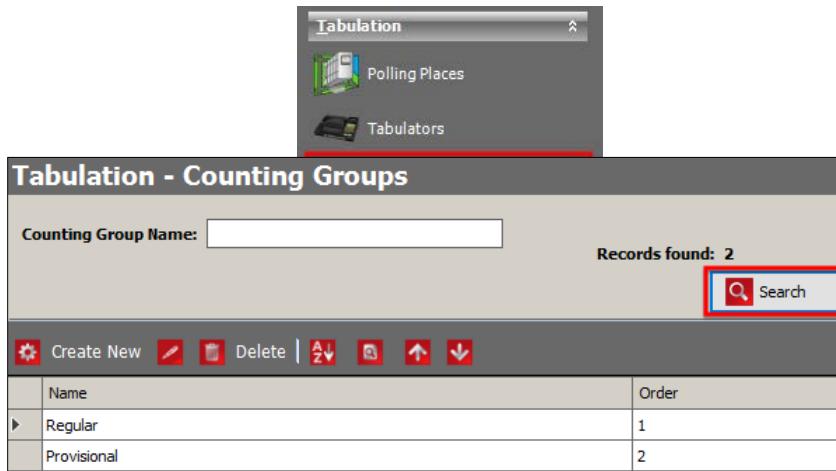


5. Repeat the above steps for each activation code.

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).



The screenshot shows the 'Tabulation - Counting Groups' window. At the top, there are two icons: 'Polling Places' and 'Tabulators'. Below the title bar, there is a search bar labeled 'Counting Group Name:' and a button labeled 'Search' with a magnifying glass icon. To the right of the search bar, it says 'Records found: 2'. Underneath the search area, there is a toolbar with icons for 'Create New', 'Edit', 'Delete', and sorting. A table below the toolbar lists the counting groups:

Name	Order
Regular	1
Provisional	2

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

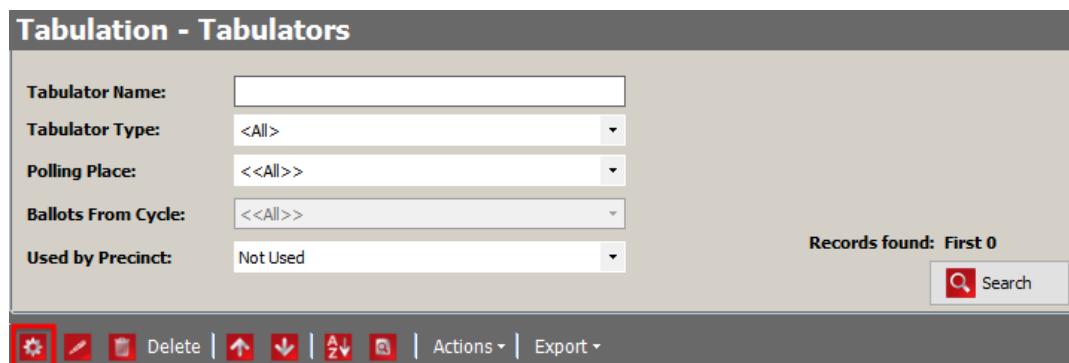
2.16 Create ImageCast X Devices

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.



Tabulation - Tabulators

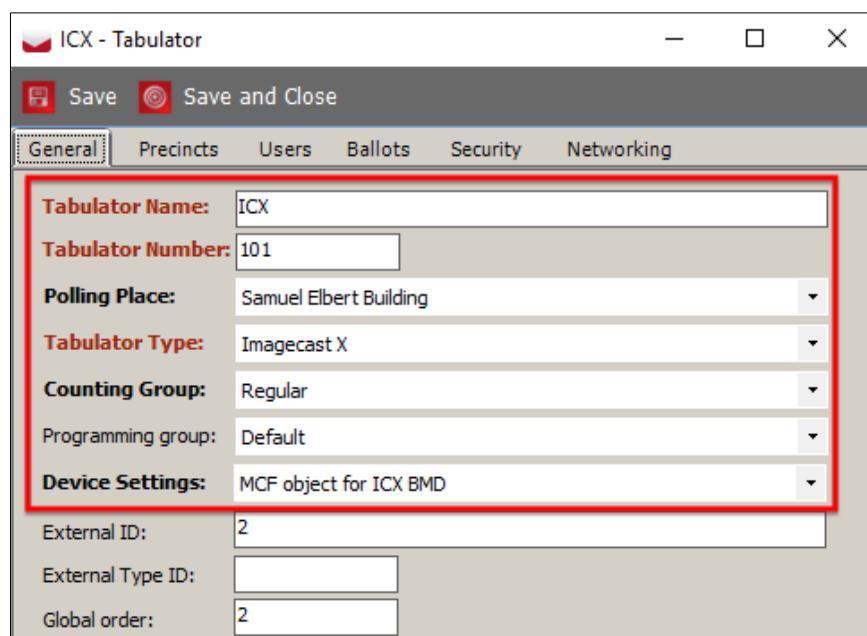
Tabulator Name:	<input type="text"/>
Tabulator Type:	<input type="text"/> <All>
Polling Place:	<input type="text"/> <<All>>
Ballots From Cycle:	<input type="text"/> <<All>>
Used by Precinct:	<input type="text"/> Not Used

Records found: First 0

Delete | Actions | Export

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.



ICX - Tabulator

Save | Save and Close

General | Precincts | Users | Ballots | Security | Networking

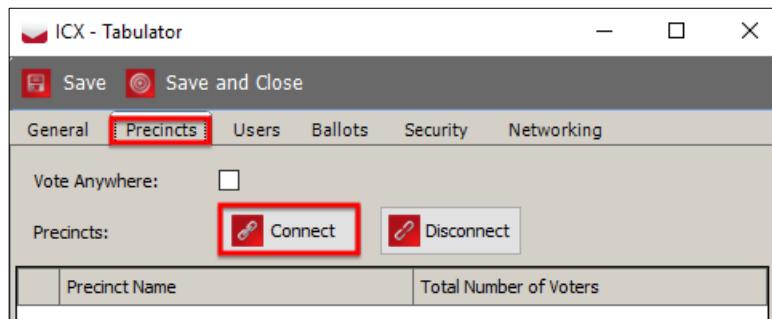
Tabulator Name:	ICX
Tabulator Number:	101
Polling Place:	Samuel Elbert Building
Tabulator Type:	Imagecast X
Counting Group:	Regular
Programming group:	Default
Device Settings:	MCF object for ICX BMD

External ID: 2

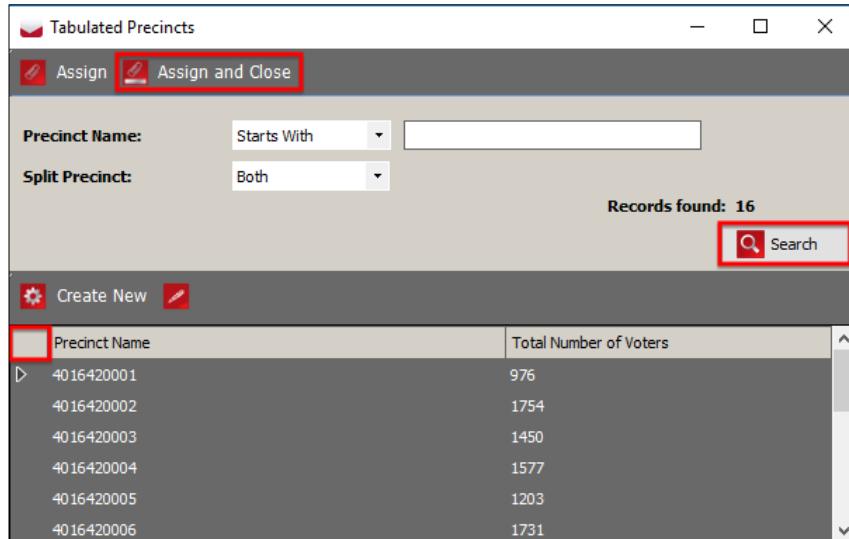
External Type ID:

Global order: 2

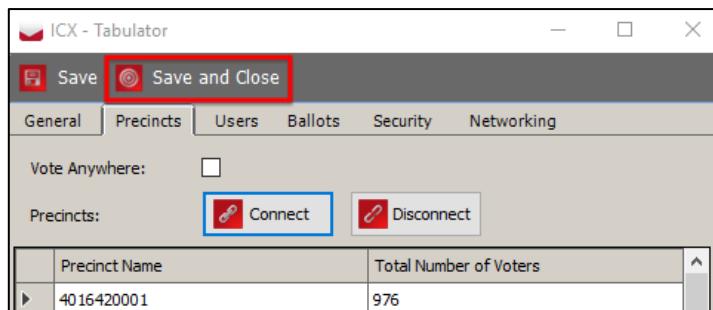
3. Click on the **Precincts** tab and then click the **Connect** button.



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



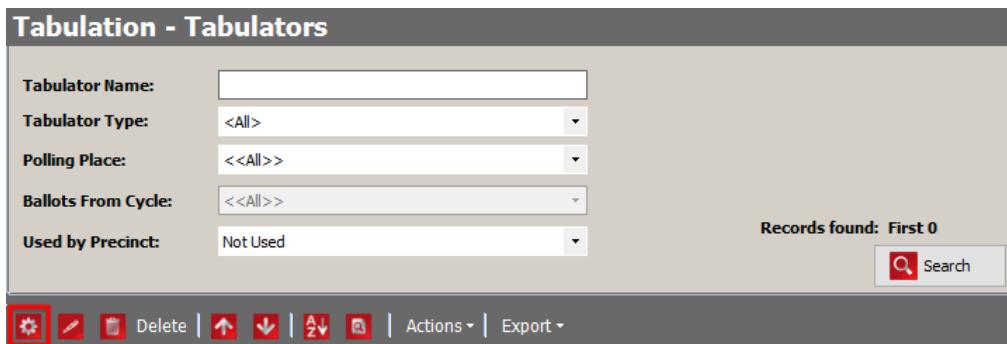
5. Click **Save and Close**.



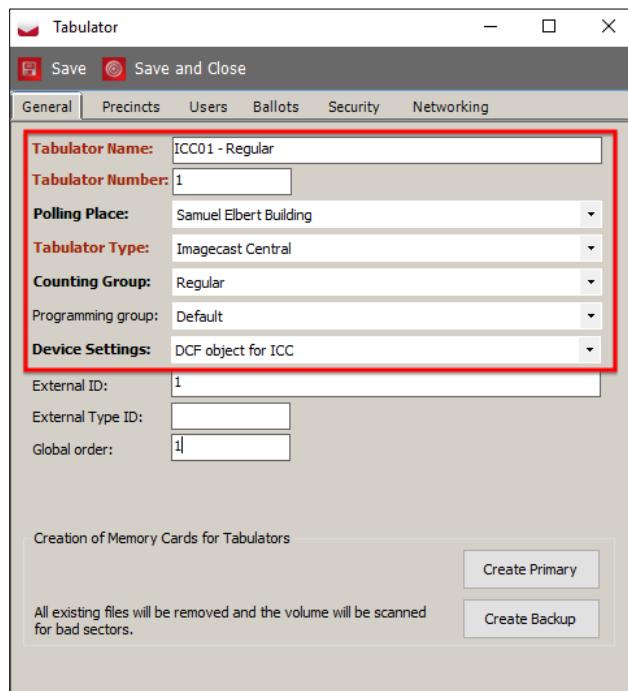
2.17 Create ImageCast Central (ICC) Tabulators

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.

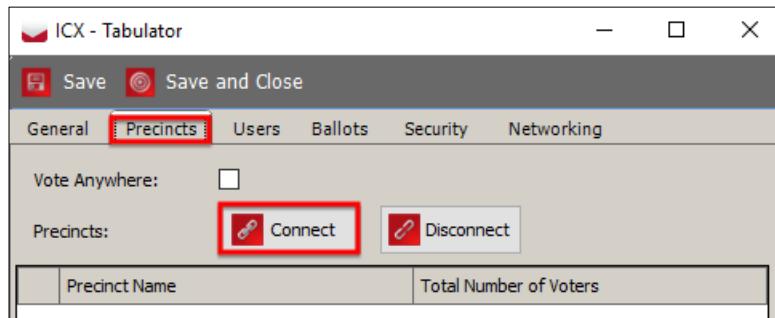
1. Click the **Create New** button.



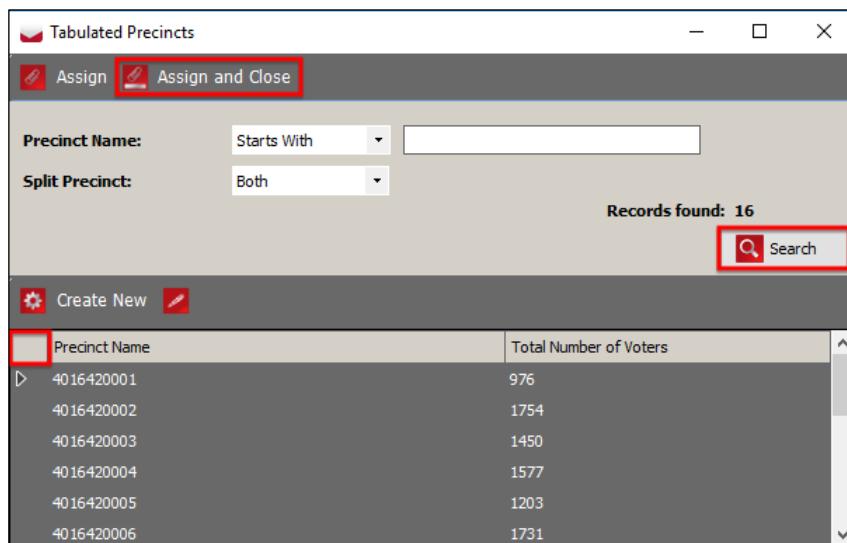
2. Enter the information required for the tabulator (e.g. ICC01 – Regular and ICC01 – Provisional).



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**.

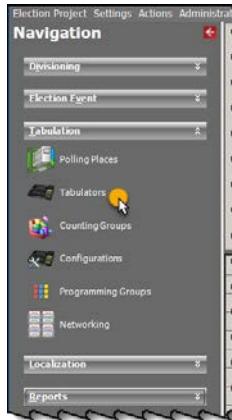


5. Click **Save and Close**.

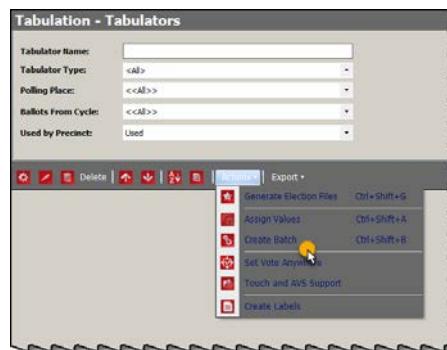
2.18 Create ImageCast Central (ICC) Tabulators – Batch Creation

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**.

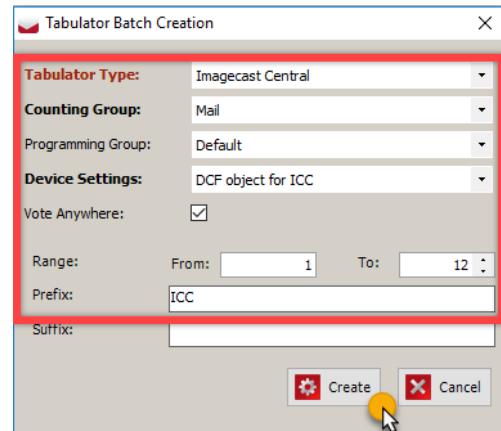


3. Select the **Actions** drop-down menu from the center of the screen, then select **Create Batch**.



4. Select the information required for your batch of tabulators

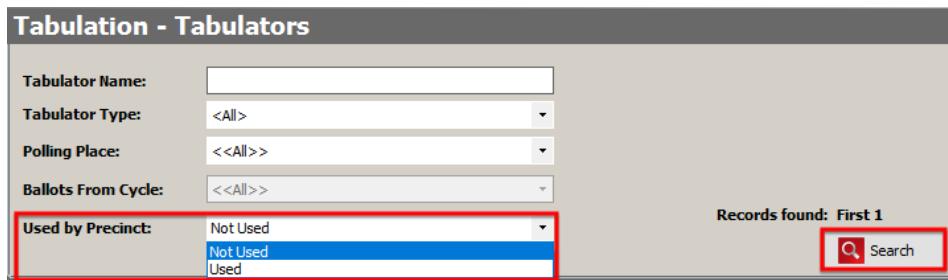
- Tabulator Type = Imagecast Central
- Counting Group
- Programming Group
- Device Settings
- Vote Anywhere (check this to assign all precincts to the tabulator)
- Range – enter the starting and ending range for the group of tabulators you wish to create
- Prefix – enter the text to appear the the beginning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



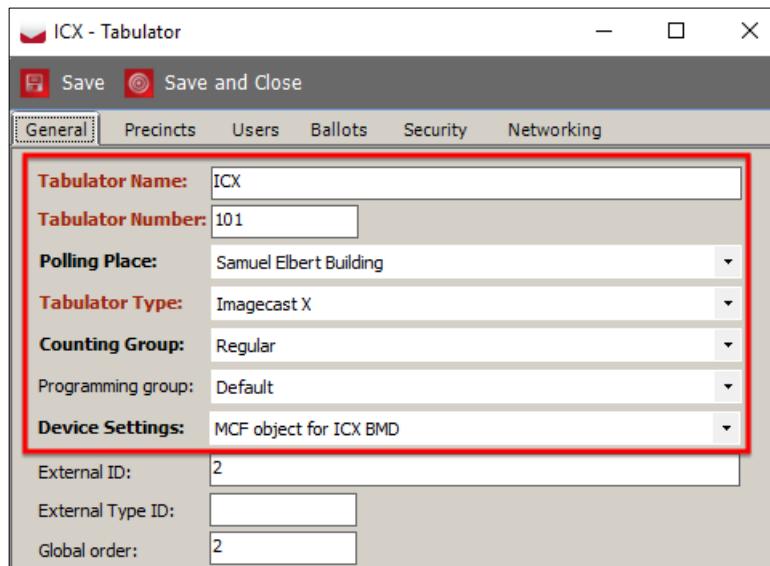
Tabulation - Tabulators

Records found: First 1

Tabulator Name:	<input type="text"/>
Tabulator Type:	<input type="text"/> <All>
Poling Place:	<input type="text"/> <<All>>
Ballots From Cycle:	<input type="text"/> <<All>>
Used by Precinct:	<input type="text"/> Not Used <input type="text"/> Not Used <input type="text"/> Used

Search

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



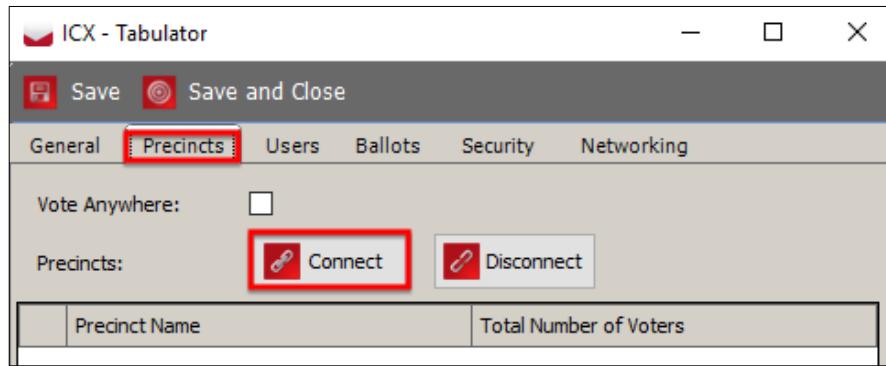
ICX - Tabulator

Save Save and Close

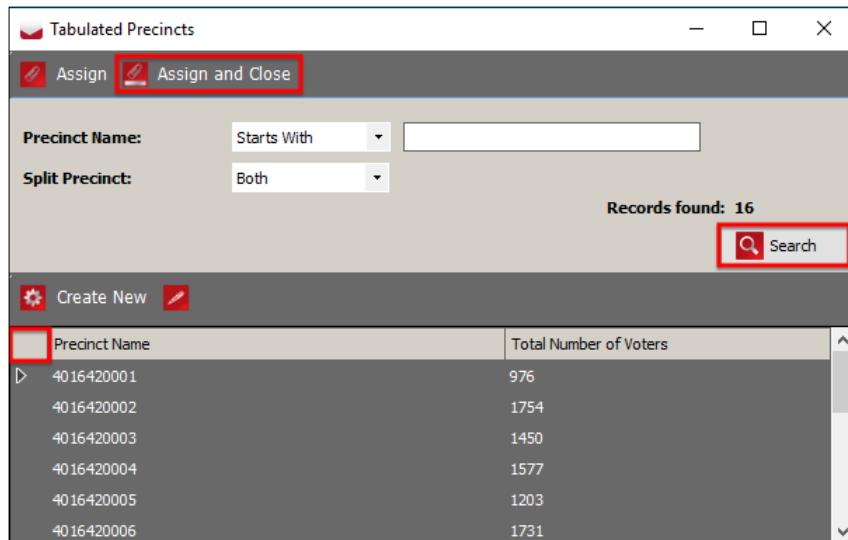
General Precincts Users Ballots Security Networking

Tabulator Name:	ICX
Tabulator Number:	101
Poling Place:	Samuel Elbert Building
Tabulator Type:	Imagecast X
Counting Group:	Regular
Programming group:	Default
Device Settings:	MCF object for ICX BMD
External ID:	2
External Type ID:	
Global order:	2

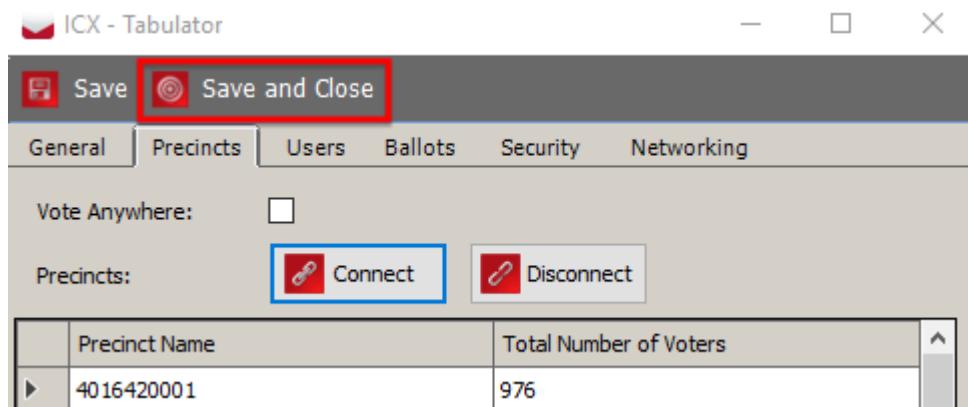
4. Click on the **Precincts** tab and then click the **Connect** button.



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

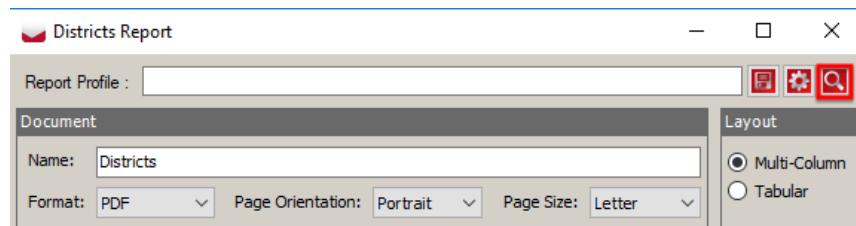
1. To create districts proofing reports, expand the **Reports** section of the left navigation pane, and select the **Divisioning** option.



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

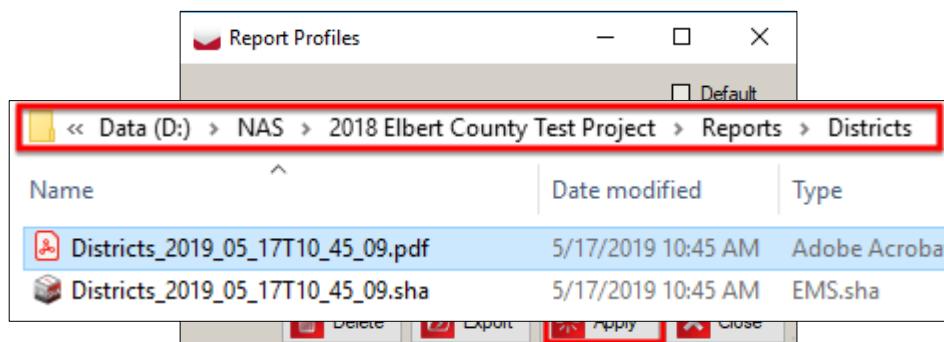


3. The **Districts Report** screen displays. Click on the **Search** button to look for the report profile.



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:

Districts

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

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

16.4.4 Precincts Proofing Report

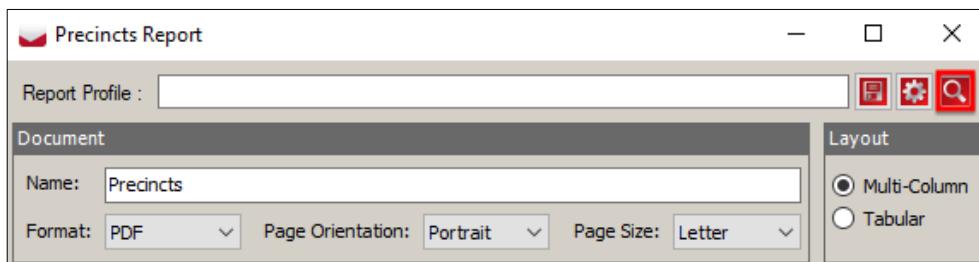
1. To create the precincts proofing report, expand the **Reports** section on the left navigation pane and select the **Divisioning** option



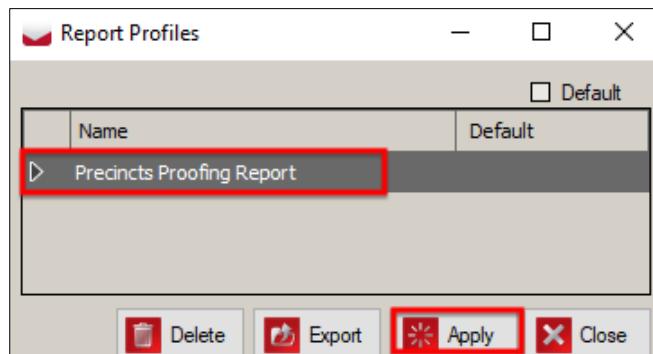
2. Select **Precincts** from the **Report Name** drop-down menu and click on **Create New**.



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

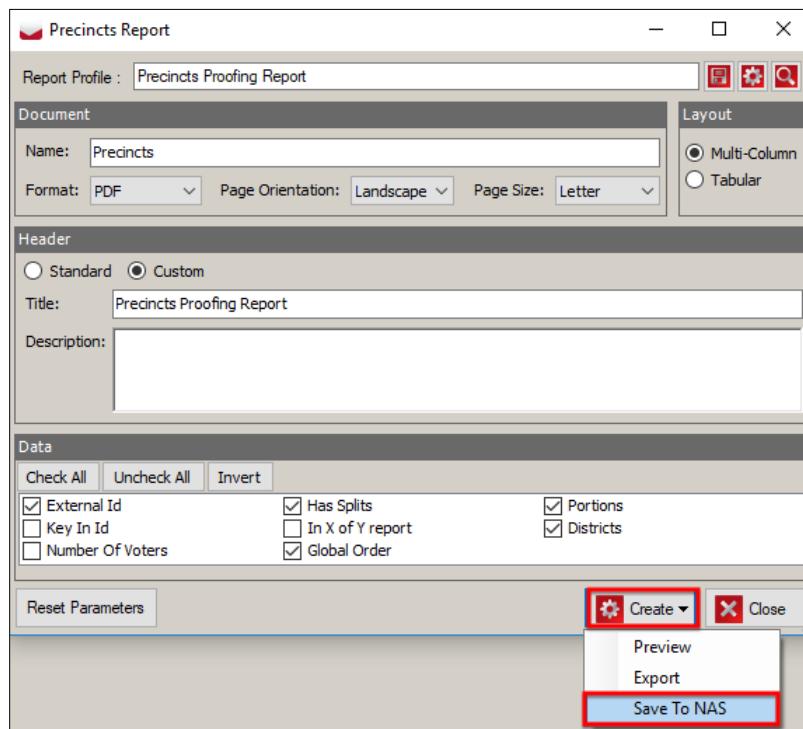


4. The **Report Profiles** screen displays. Highlight the **Precincts Proofing Report** and click **Apply**. Click **Close** to close the **Report Profiles** screen.



5. 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.



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

D:\NAS\Project name\Reports\Precincts

Data (D:) > NAS > 2018 Elbert County Test Project > 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
External Id	1
Key In Id	0
Num Of Voters	188123
Has Splits	
In X of Y	X
Order	1
Districts	
1.State of Colorado (Statewide)	
2.Jefferson (Countywide)	
3.Jefferson County School District R-1 (School)	
10	15
External Id	10
Key In Id	0
Num Of Voters	22467
Has Splits	
In X of Y	X
13	
External Id	13
Key In Id	0
Num Of Voters	18400
Has Splits	
16	
External Id	16
Key In Id	0
Num Of Voters	17649
Has Splits	

16.4.5 Contests Proofing Report

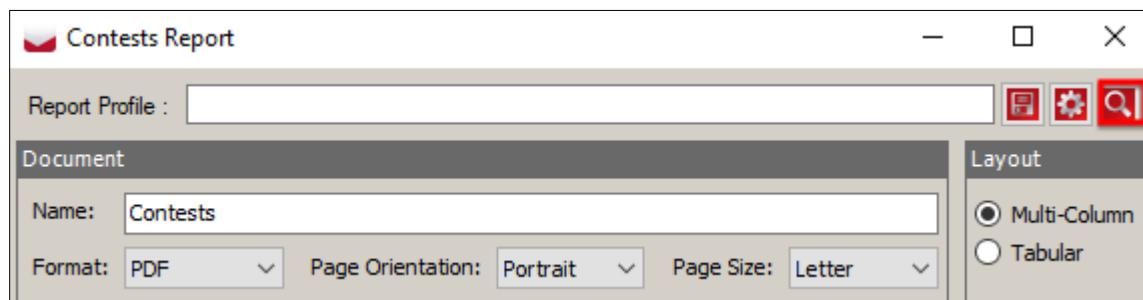
1. To create the contests proofing report, expand the **Reports** section on the left navigation pane and select the **Election Event** option.



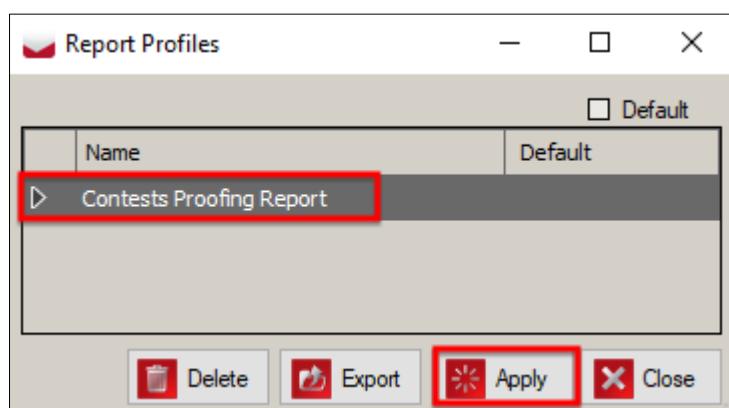
2. Select **Contests** from the **Report Name** drop-down menu and click on **Create New**.



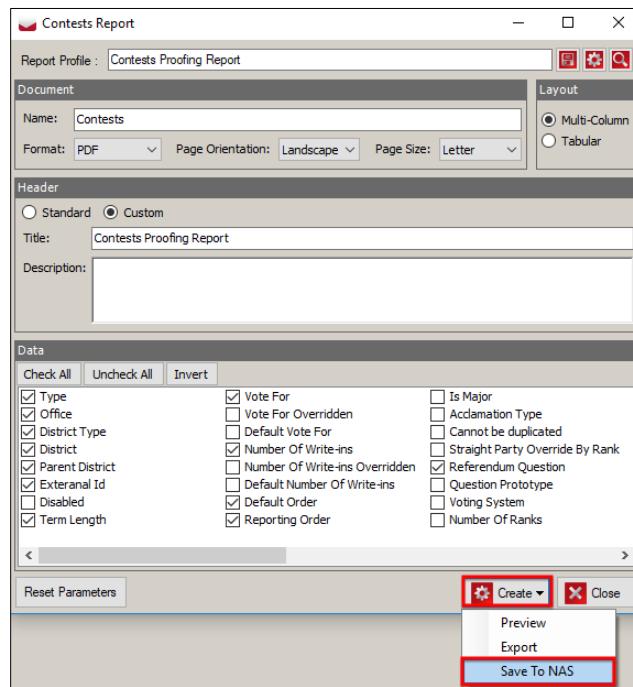
3. The **Contests Report** screen displays. Click on the **Search** button to look for the report profile.



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



5. 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**.



6. 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					
Council Member At Large					
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	Arvada	Column Starting Number	Not Set	Acclamation Type	None
Parent	County	Get Candidate Numbers		Cannot Be Duplicated	
District		Page	None	Str. Party Override By Rank	X
External Id	1	Default Page	None	Voting System	FPTP
Disabled		Column/Row	None	Num. Of Ranks	0
Term Length	0	Default Column/Row	None	Elector Groups	Default
Vote For	1	Position (Paper)	None	Rotation Type	None
Vote For Overridden		Default Position (Paper)	None	Rotation Target	Choice
Default Vote For	1	Span (Paper)	1	Rotation Direction	Up
Num. Of Write-ins	0	Default Span (Paper)	1	Rotation District Type	None
Num. Of Write-ins Overridden		Candidate Span (Paper)	1	Use Predefined District Rot.	X
Default Num. Of Write-ins	0	Def.Candidate Span (Paper)	1	Rotation Disabled	
Default Order	1	Position (Screen)	Default	Start Rotation Index	0
Report Order	1	Span (Screen)	1	Rendering Type	Normal
Major		Candidate Span (Screen)	1	Write-in Line Count	1
Acclamation Type	None	Choices		Markers Per Position	1
Cannot Be Duplicated		1.Bob Fifer (Regular)		Markers Per Position Overridden	
Str. Party Override By Rank	X	2.Carl Campanella (Regular)		Default Markers Per Position	1
Voting System	FPTP	3.Kathy Dunland (Regular)		Paper Index	1
Num. Of Ranks	0	Mayor, City of Arvada		Paper Index Overridden	
Elector Groups	Default	Type	Candidate	Default Paper Index	1
Rotation Type	None	Office	Mayor	Column Starting Number	Not Set
Rotation Target	Choice	District Type	Municipality	Get Candidate Numbers	
Rotation Direction	Up	District	Arvada	Page	None
Rotation District Type	None	Parent	County	Default Page	None
Use Predefined District Rot.	X	External Id	2	Column/Row	None
Rotation Disabled		Term Length	0	Default Column/Row	None
Start Rotation Index	0	Vote For	1	Position (Paper)	None
Rendering Type	Normal	Vote For Overridden		Default Position (Paper)	None
Write-in Line Count	1	Default Vote For	1	Span (Paper)	1
Markers Per Position	1	Num. Of Write-ins	0	Default Span (Paper)	1
Markers Per Position Overridden		Num. Of Write-ins Overridden		Candidate Span (Paper)	1
Default Markers Per Position	1	Default Num. Of Write-ins	0	Def.Candidate Span (Paper)	1

16.4.6 Ballot Types Proofing Report

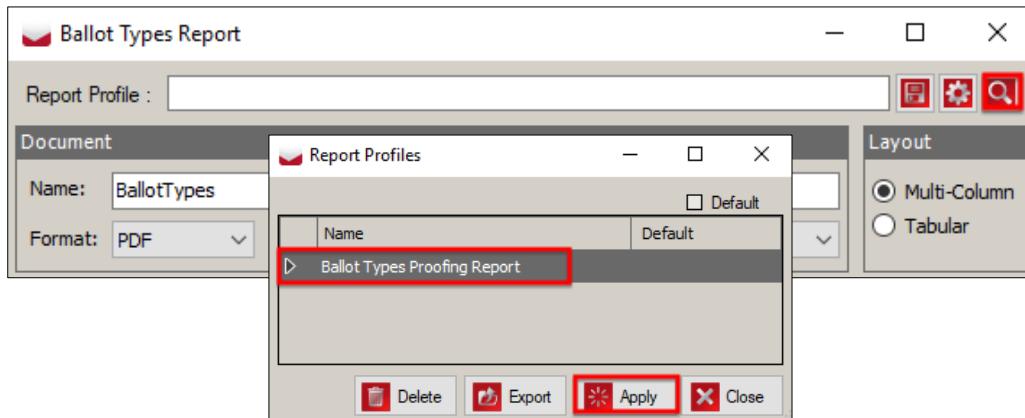
1. To create the **Ballot Types** proofing report, expand the **Reports** section on the left navigation pane and select the **Election Event** option.



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

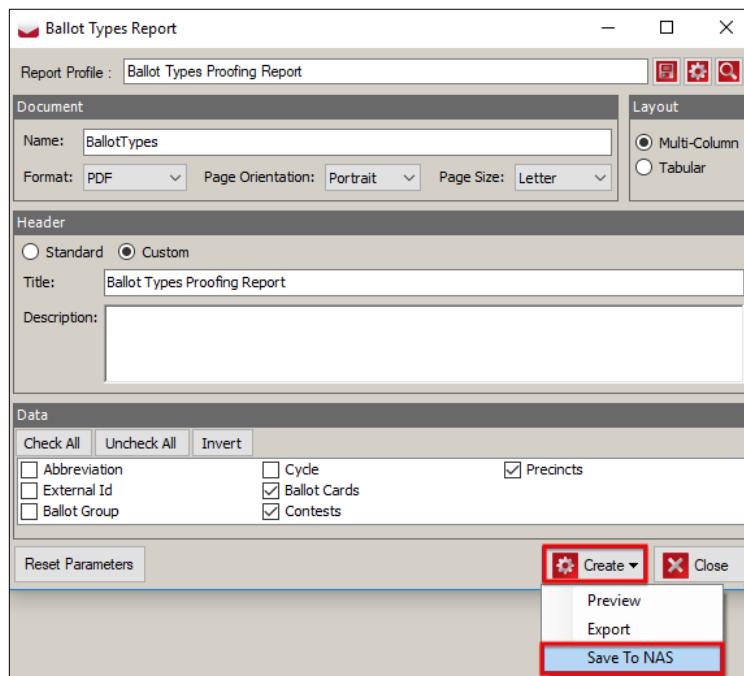


3. The **Ballot Types Report** screen displays. Click on the **Search** button to look for the report profile.



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

5. 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**.



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

D:\NAS\Project name\Reports\BallotTypes

2018 Elbert County Test Project > Reports > BallotTypes		
Name	Date modified	Type
BallotTypes_2019_05_17T15_14_59.pdf	5/17/2019 3:14 PM	Adobe Acrobat
BallotTypes_2019_05_17T15_14_59.sha	5/17/2019 3:14 PM	EMS.sha

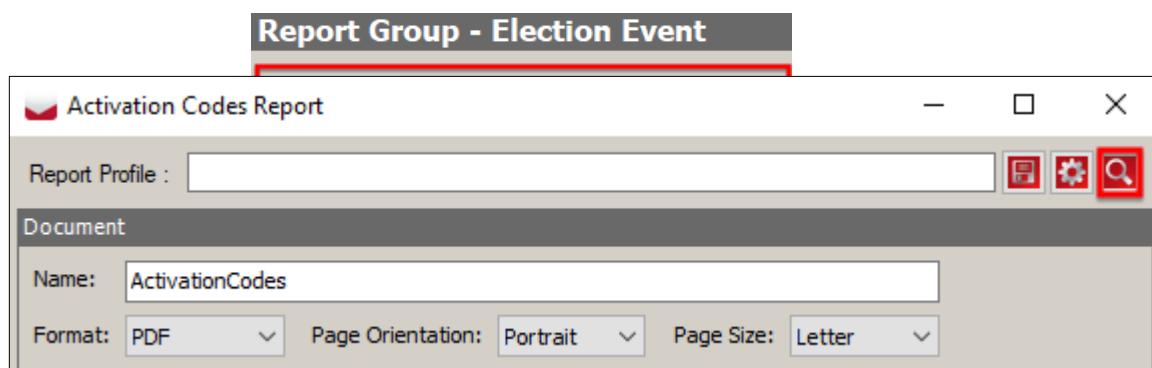
Ballot Types	
2019 Jefferson County Coordinated Election	
General Election	
Tuesday, November 5, 2019	
Jefferson	
Ballot 1 - Type 1	
Abbreviation	
External Id	
Ballot Group	Default
Cycle	1
Ballot Cards	
1.Ballot 1 - Type 1 - Language English - Default - Paper 1	
Contests	
1.Amendment 66 (Constitutional)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

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

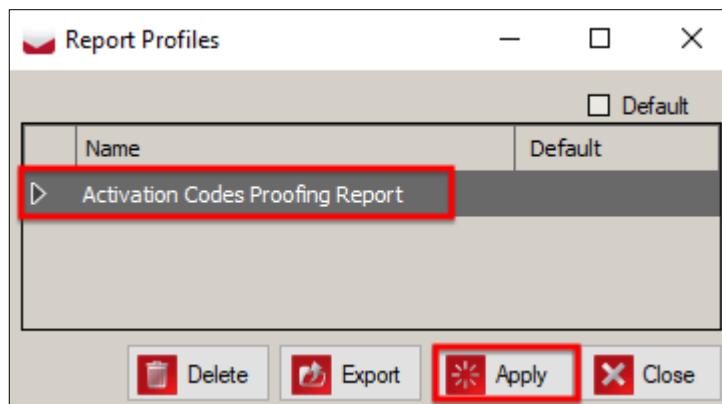


2. Select **Activation Codes** from the **Report Name** drop-down menu and then click on **Create New**.

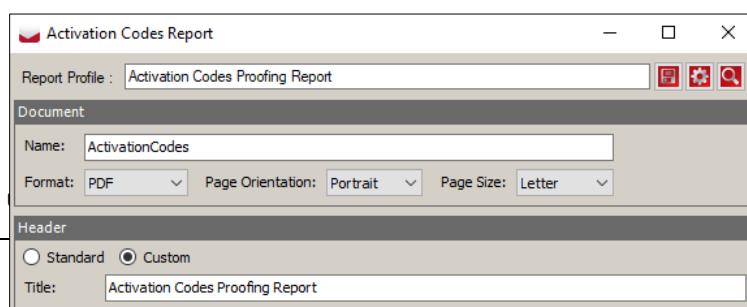


3. The **Activation Codes Report** screen displays. Click on the **Search** button to look for the report profile.

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

Activation Codes			
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

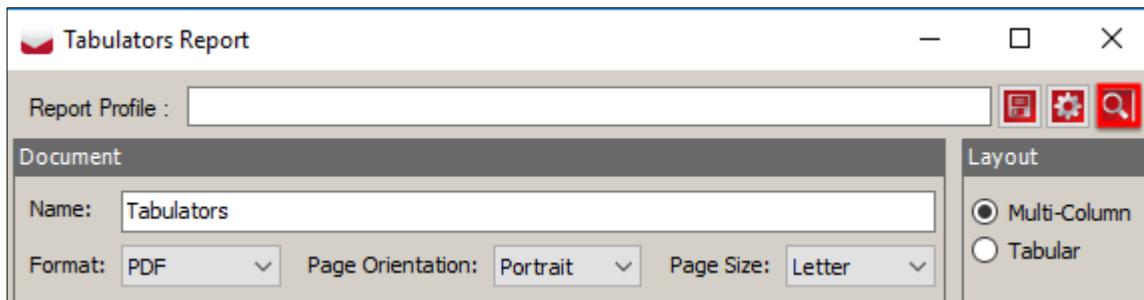
1. To create the **Tabulators** proofing report, expand the **Reports** section on the left navigation pane and select the **Tabulation** option.



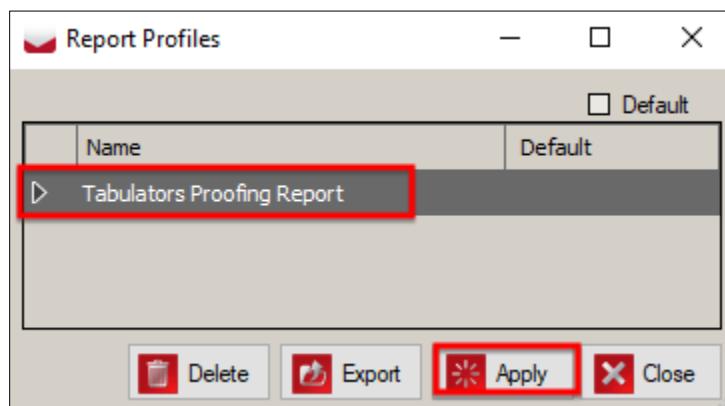
2. Select **Tabulators** from the **Report Name** drop-down menu and click on **Create New**



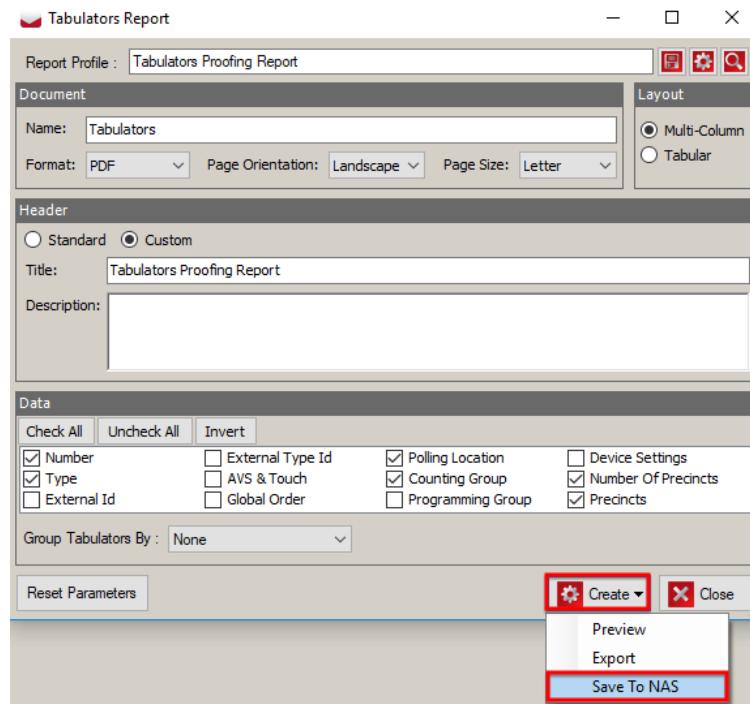
3. The **Tabulators Report** screen displays. Click on the **Search** button to look for the report profile.



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:

Districts Proofing Report	
Countywide Parent Countywide Type County Order 1 Precincts All	University of Colorado Regents At Large Parent Countywide Type University of Colorado Regents - At Large Order 5 Precincts All
Congressional 4 Parent Countywide Type Congressional Order 2 Precincts All	State Senate 1 Parent Countywide Type State Senate Order 6 Precincts All
State of Colorado Parent Countywide Type Statewide Order 3 Precincts All	State House 64 Parent Countywide Type State House Order 7 Precincts All
State Board of Education 4 Parent Countywide Type State Board of Education Order 4 Precincts All	Judicial 18 Parent Countywide Type Judicial Order 8 Precincts All
	Elbert Parent Countywide Type Countywide Order 9 Precincts All
	Kiowa Parent Countywide Type Municipality Order 10 Precincts 1.4016420006 - KIOWA 2.4016420014 - KIOWA
	Douglas County School District RE 1 Parent Countywide Type School Order 11 Precincts 1.4016420007 2.4016420008 - DC_RAT 3.4016420009 - DC_RAT
Wednesday, May 15, 2019 6:38:45 AM	Page 1 of 2

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	
4016420001	4016420003
External Id 4016420001	External Id 4016420003
Has Splits	Has Splits
Order 1	Order 3
Districts	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)	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)
4016420002	4016420004
External Id 4016420002	External Id 4016420004
Has Splits	Has Splits X
Order 2	Order 4
Districts	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)	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)
Wednesday, May 15, 2019 6:39:21 AM	Portion: 4016420004 External Id 4016420004 - ELZ_FD Order 6 Districts
	Portion: 4016420004 External Id 4016420004 - ELB_FD Order 5 Districts
	Portion: 4016420004 External Id 4016420004 - ELZ_FS Order 7 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)

Page 1 of 6

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 Board of Education - District 4 9.State Representative - District 64 10.Elbet County Commissioner District 2 11.Elbet County Clerk and Recorder 12.Elbet County Treasurer 13.Elbet County Auditor 14.Elbet County Sheriff 15.Elbet County Surveyor 16.Elbet County Coroner 17.Colorado Supreme Court Justice - Gabriel 18.Colorado Court of Appeals Judge - Dailey 19.Colorado Court of Appeals Judge - Favre 20.Colorado Court of Appeals Judge - Richman 21.Colorado Court of Appeals Judge - Richman 22.District Court Judge - 18th Judicial District - Douglass 23.District Court Judge - 18th Judicial District - Houston 24.District Court Judge - 18th Judicial District - Johnson 25.District Court Judge - 18th Judicial District - Leavyler 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.Judge of the Peace - 18th Judicial District - Whitaker 31.Elbet 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 110 (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:

Ballot Types	
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
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
Cycle	1
Ballot Cards	Ballot Cards

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>Tabulators Proofing Report</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

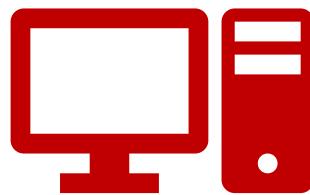
Chapter Four: Election Project Styling

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



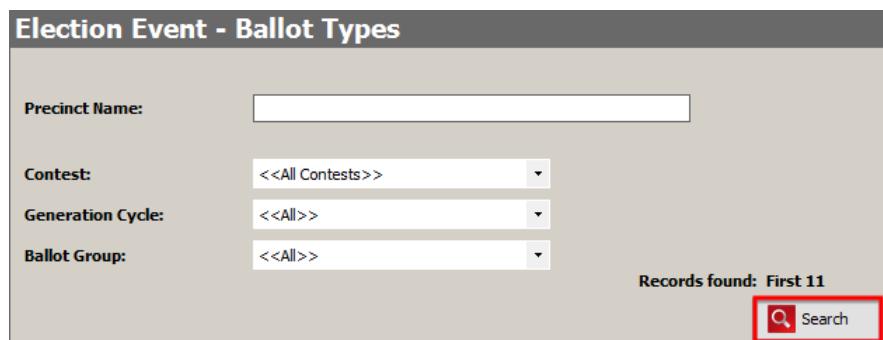
4.1 Preview Ballots

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

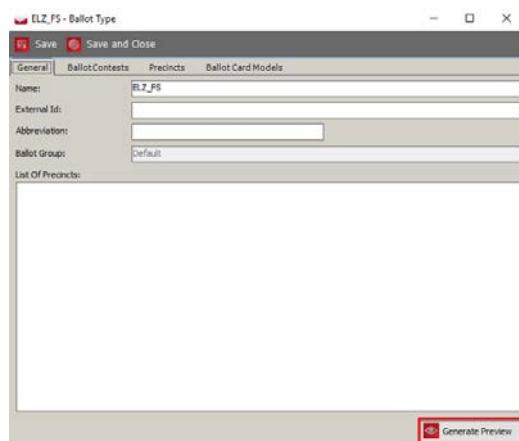
1. Expand the **Election Event** section on the left navigation pane. Select **Ballot Types**.



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



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



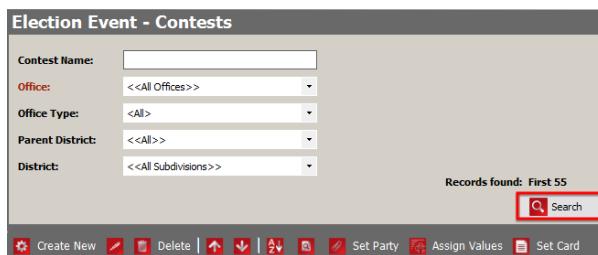
4. Repeat for other ballot types.

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

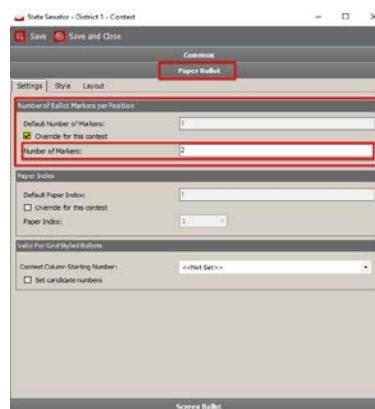
1. Expand the **Election Event** section on the left navigation pane and select **Contests**.



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



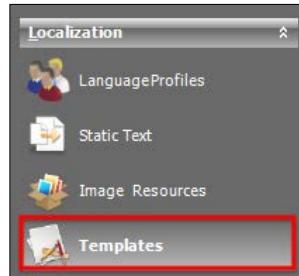
3. Click on the **Paper Ballot** tab from the bottom of the screen. On the **Settings** tab, in the **Default Number of Markers** section, click the **Override for this Contest** checkbox. Change the value in the **Number of Markers** to **2**. Click **Save and Close**.



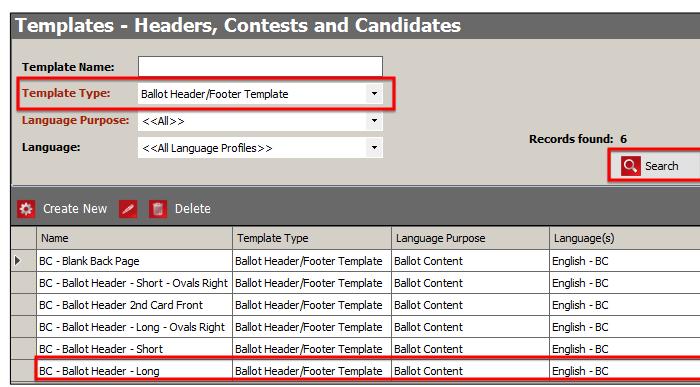
4. From the left navigation pane, expand the **Localization** section.
5. Select **Translations**.
6. From the **Object Type** drop-down menu, select **Choices**.
7. Click on **Search**.
8. On the **Ballot Content** tab, highlight the desired choice and add a TU3 to the choice.
9. Enter the language 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**.

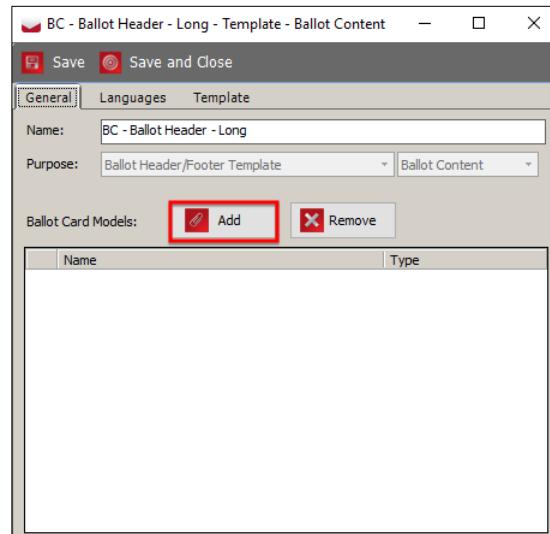


2. Set the template type as **Ballot Header/Footer Template** and click **Search**. Select the template to assign (e.g. BC-Ballot Header - Long) by double-clicking on it.



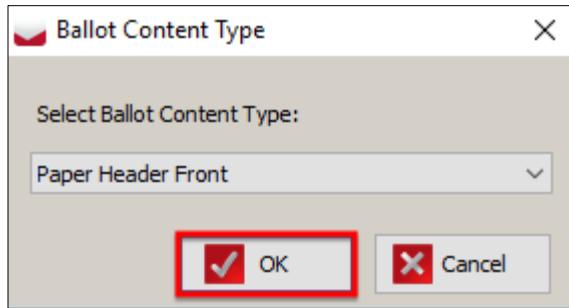
Name	Template Type	Language Purpose	Language(s)
BC - Blank Back Page	Ballot Header/Footer Template	Ballot Content	English - BC
BC - Ballot Header - Short - Ovals Right	Ballot Header/Footer Template	Ballot Content	English - BC
BC - Ballot Header 2nd Card Front	Ballot Header/Footer Template	Ballot Content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

3. Click **Add**.



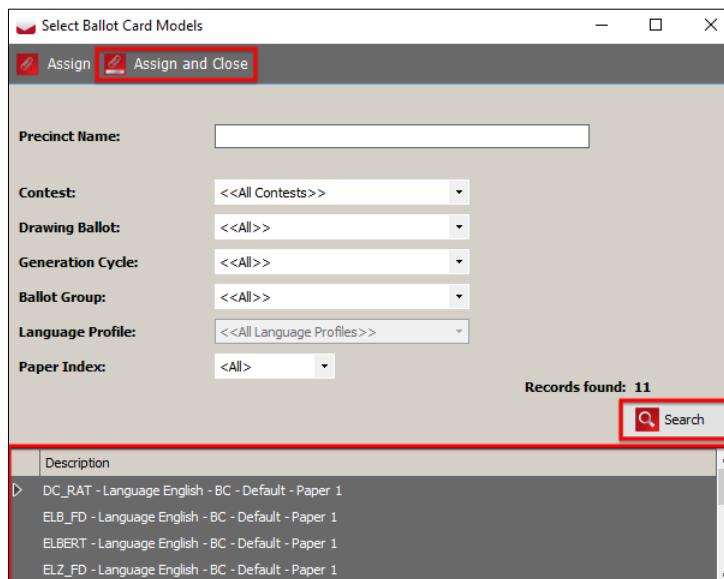
Name:	BC - Ballot Header - Long				
Purpose:	Ballot Header/Footer Template				
Ballot Card Models:	<input type="button" value="Add"/> <input type="button" value="Remove"/>				
<table border="1"><thead><tr><th>Name</th><th>Type</th></tr></thead><tbody><tr><td></td><td></td></tr></tbody></table>		Name	Type		
Name	Type				

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



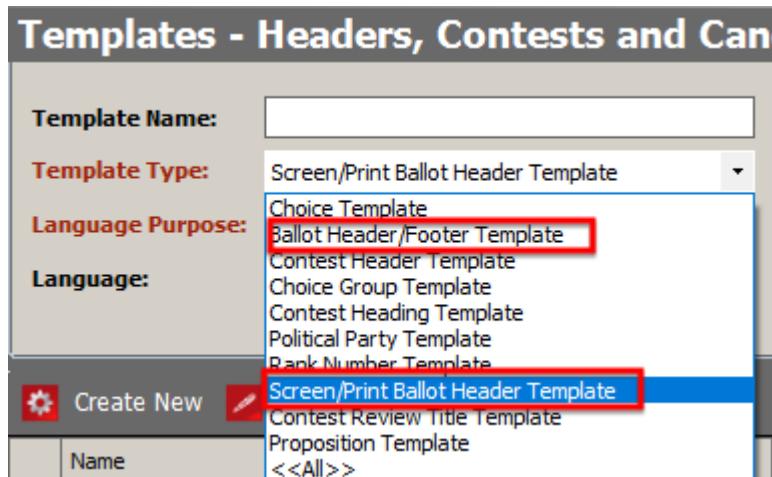
5. Click **Search** to view the list of ballots. Select the ballots to be assigned with the header and then click **Assign and Close**.

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



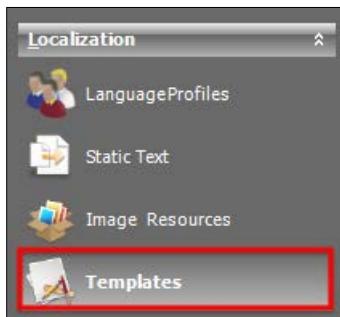
6. Click **Save and Close**.

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



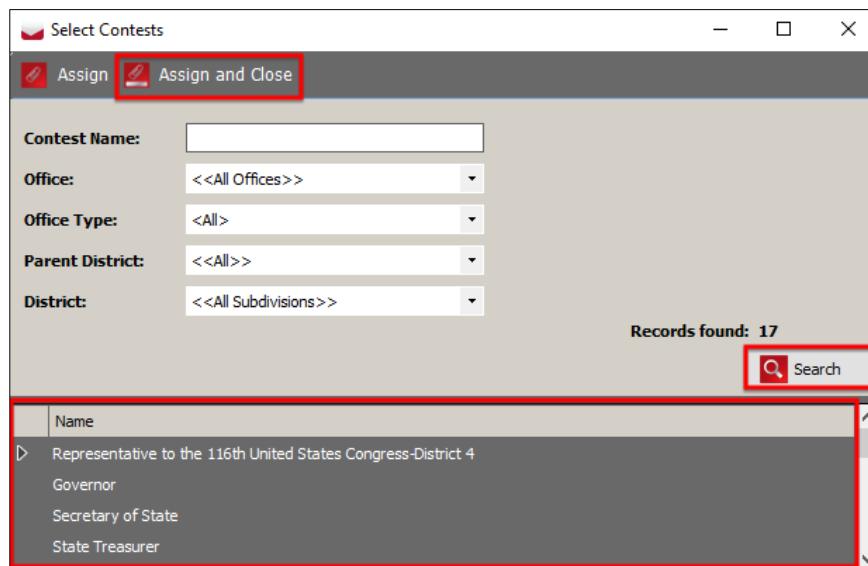
4.4 Assign Choice Templates

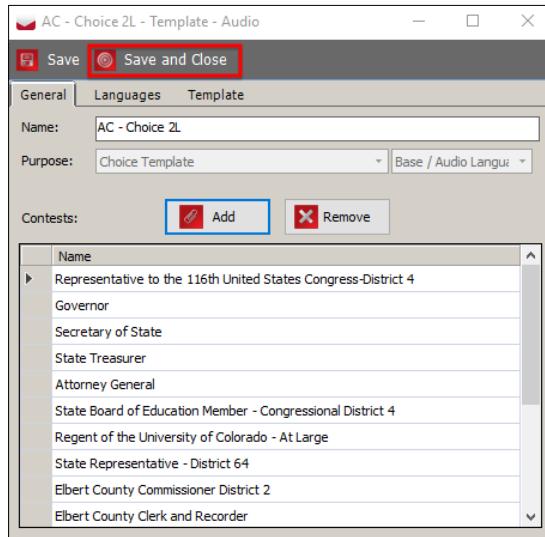
1. Expand the **Localization** section of the left navigation pane and select **Templates**.



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.

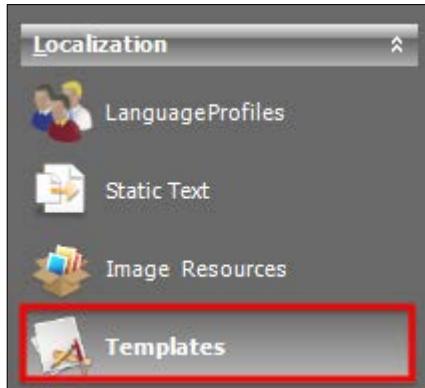




5. Click Save and Close.
5. Repeat for all choice templates needed.
 - AC – Audio Content
 - BC – Ballot Content
 - PC – Print Content
 - SC – Screen Content

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

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

AC - Contest Header 2L - Template - Audio

General **Languages** **Template**

Contest Name: AC - Contest Header 2L

Office:

Office Type:

Parent District:

District: <<All Subdivisions>>

Contests:

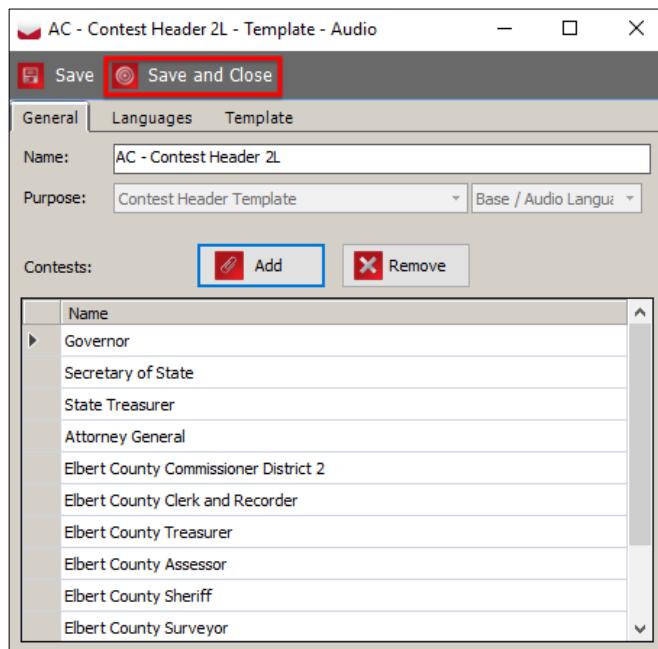
Records found: 17

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 Alt key to make noncontinuous selections.

9. Click **Save and Close**.

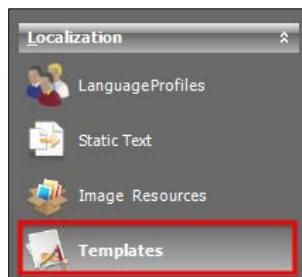


10. Repeat for all contest header templates needed.

- AC – Audio Content
- BC – Ballot Content
- PC – Print Content
- SC – Screen Content

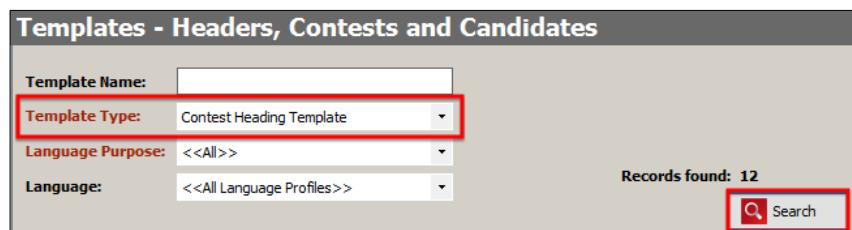
4.6 Assign Contest Heading Templates

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



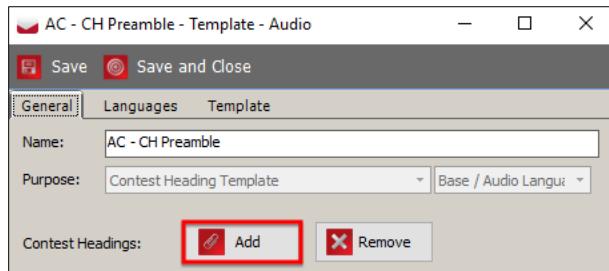
2. Set the **Template Type** as **Contest Heading Template**.

3. Click **Search**.

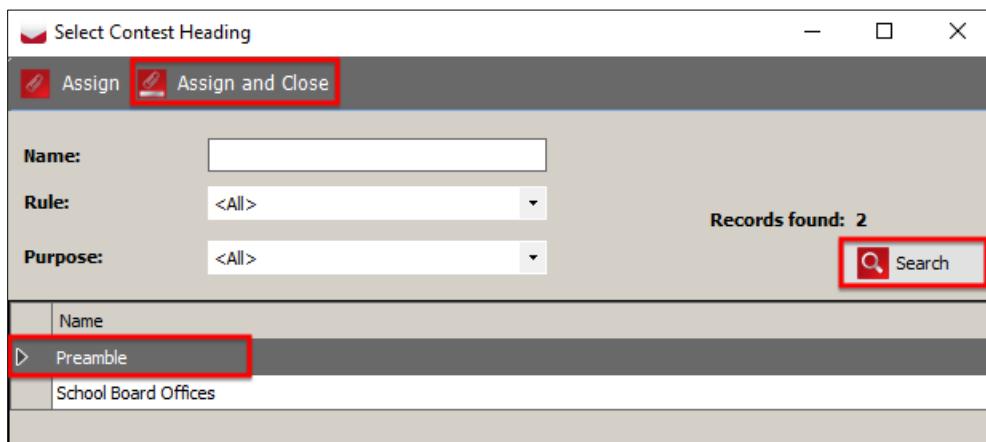


4. Select the template to be assigned by double-clicking on it.

5. Click **Add**.



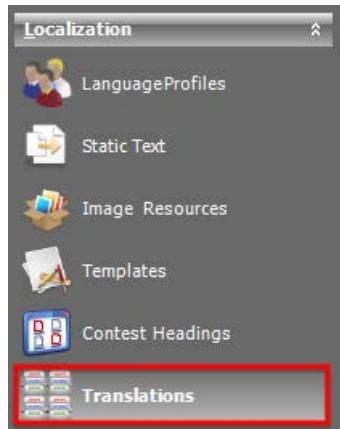
6. Click **Search**.
7. Click on the contest headings to be assigned. Click **Assign and Close**.



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**.

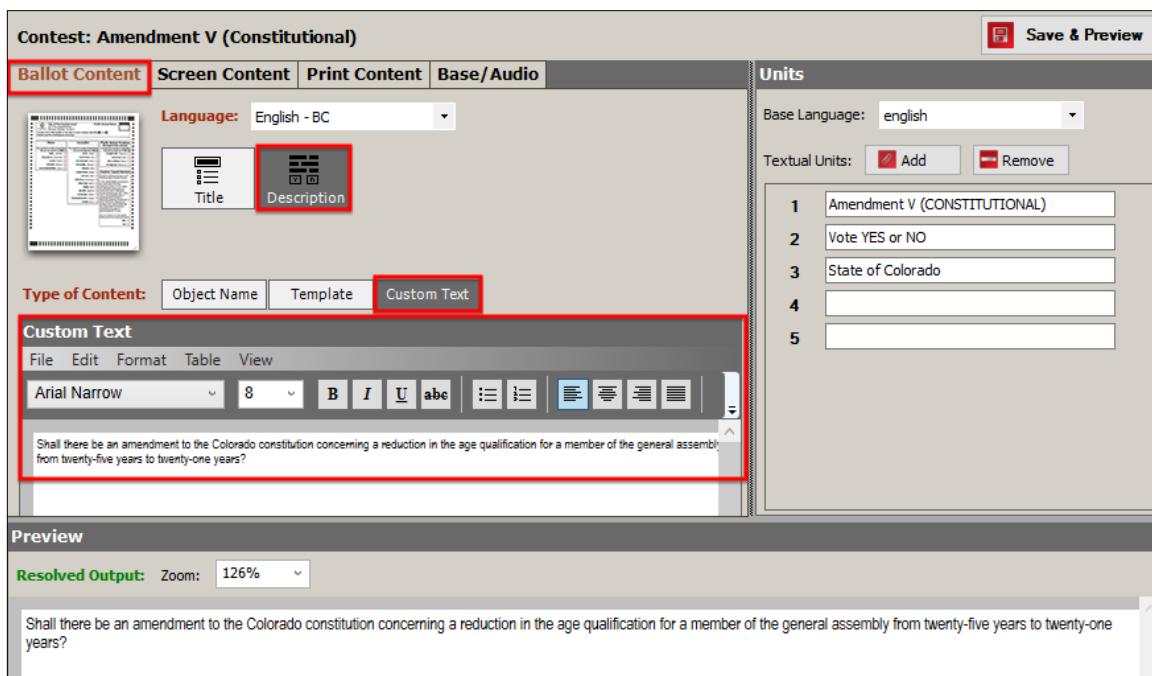
A screenshot of a search interface for contests. The 'Object Type' dropdown is set to 'Contest' and is highlighted with a red box. Below it are dropdown menus for 'Contest Name', 'Office', 'Office Type', 'Parent District', and 'District'. At the bottom, there is a 'Records found:' label and a 'Search' button with a magnifying glass icon, which is also highlighted with a red box.

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**.

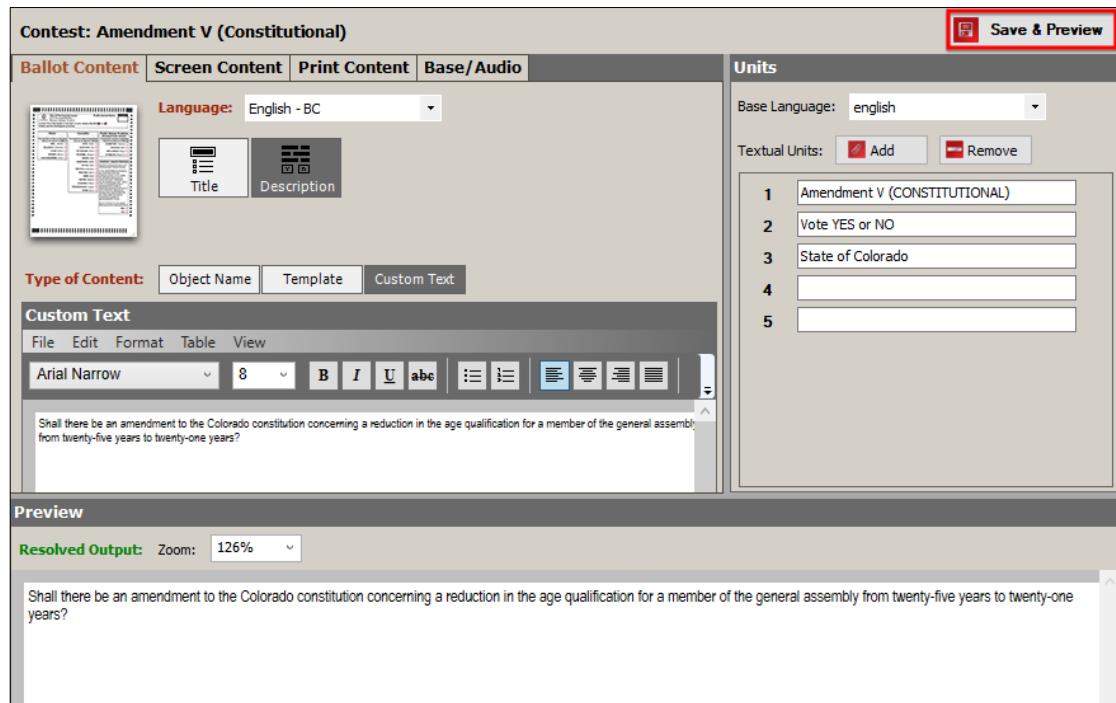
6. The ballot measure text displays in the **Custom Text** area.



The screenshot shows the 'Contest: Amendment V (Constitutional)' interface. The 'Ballot Content' tab is selected. In the 'Custom Text' section, the text '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?' is entered. The 'Type of Content' dropdown is set to 'Custom Text'. The 'Units' panel on the right shows the following text units:

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

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

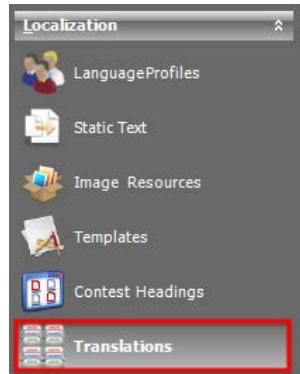


The screenshot shows the 'Contest: Amendment V (Constitutional)' interface. The 'Ballot Content' tab is selected. In the 'Custom Text' section, the text 'Shall there be an amendment to the Colorado constitution concerning a reduction in the age qualification for a member of the general assembly from twenty-five years to twenty-one years?' is entered and styled with bold and italicized text. The 'Type of Content' dropdown is set to 'Custom Text'. The 'Units' panel on the right shows the following text units:

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

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

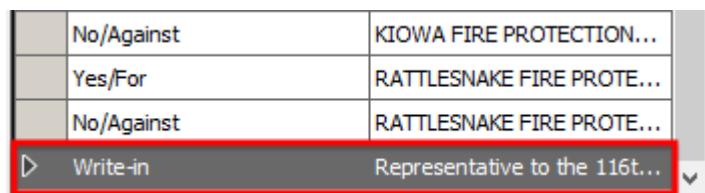
1. Expand the **Localization** section of the left navigation pane and select **Translations**.



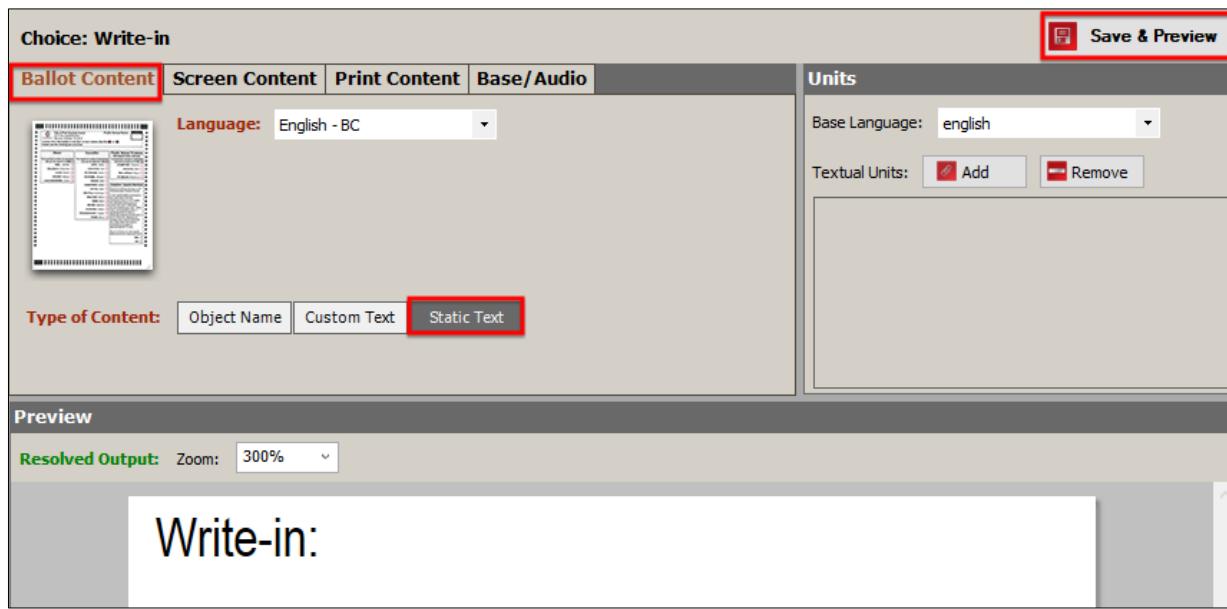
2. From the **Object Type** drop-down menu, select **Choices** and click **Search**.

A screenshot of a search results page for 'Choices'. The 'Object Type' dropdown is set to 'Choices'. The 'Search' button at the bottom is highlighted with a red box. The results table shows 113 records found.

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

A screenshot of a table showing choices. The 'Write-in' choice is highlighted with a red box. The table has three columns: 'No/Against', 'Yes/For', and 'Write-in'. The 'Write-in' column contains the text '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



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

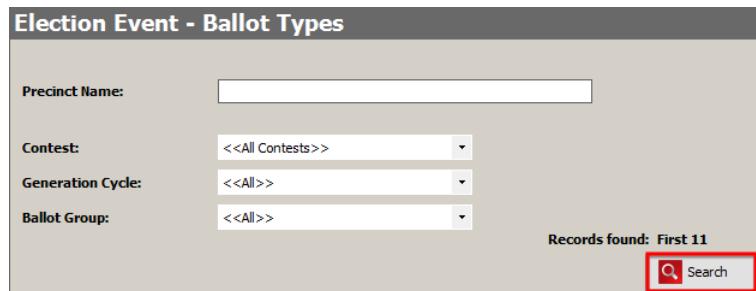
4.9 Preview Ballots a Second Time

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

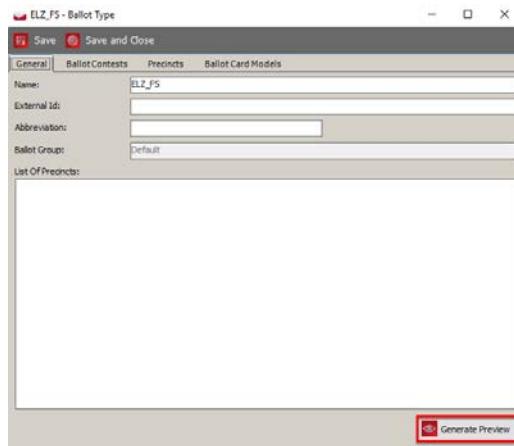
1. Expand the **Election Event** section of the left navigation pane and select **Ballot Types**.



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



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



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**.



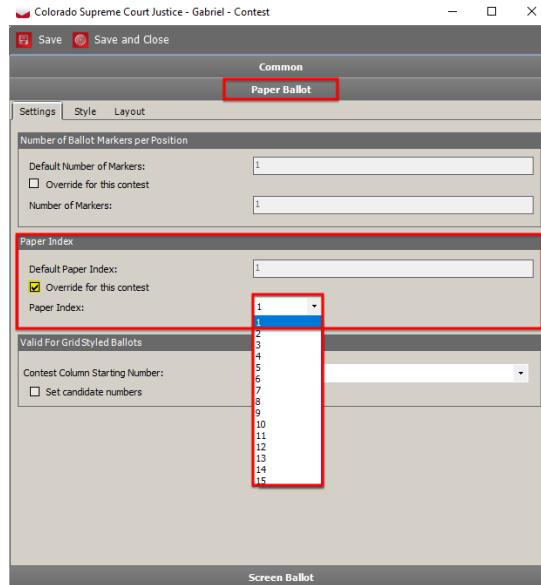
2. Click **Search** to view the list of contests.

A screenshot of the 'Election Event - Contests' search interface. It includes search filters for 'Contest Name', 'Office', 'Office Type', 'Parent District', and 'District', and a search button labeled 'Search' with a magnifying glass icon. A message 'Records found: First 54' is displayed above the search button. Below the search bar are standard grid navigation buttons and a toolbar with icons for 'Create New', 'Delete', 'Set Party', and 'Assign Values'.

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

A screenshot of a grid-based interface showing a list of contests. The columns include 'Name', 'Office', 'District', 'Pa...', 'La...', 'Au...', 'Dis...', 'De...', and 'Re...'. The rows list various positions: 'Elbert County Surveyor', 'Elbert County Coroner', 'Kiowa Mayor', 'Kiowa Trustee', 'Colorado Supreme Court Justice - Gabriel' (which is highlighted with a red box), 'Colorado Court of Appeals Judge - Dailey', and 'Colorado Court of Appeals Judge - Freyre'. The 'Colorado Supreme Court Justice - Gabriel' row has a expanded icon (a triangle) to its left.

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**.

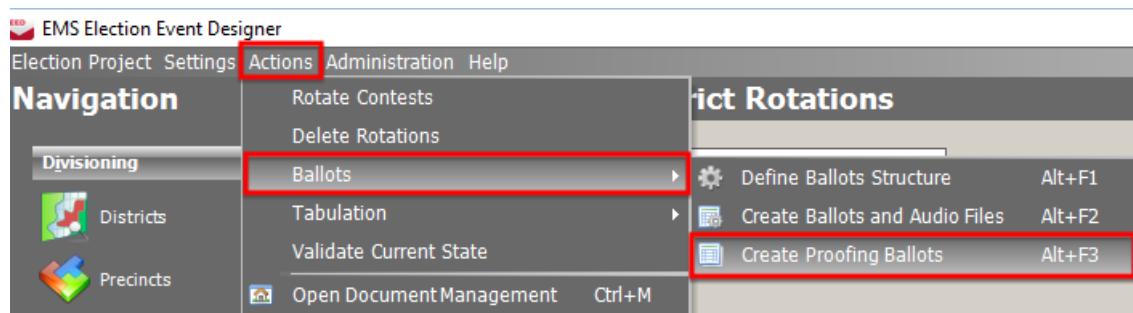
Click **Search**, highlight all ballot types, and click on the **Recreate Ballots** button.

	Name	Abbrevia...	External Id	Ballot Group	Cycle	Cards Up...
<input type="checkbox"/>	ELZ_FS			Default	1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ELB_FD			Default	1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ELZ_FD			Default	1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ELZ_SC			Default	1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	KIOWFD			Default	1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ELZ_KF			Default	1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	KIOWA			Default	1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	DC_RAT			Default	1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ELZ_RF			Default	1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ELBERT			Default	1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	PO_Elbert Fire			Default	1	<input type="checkbox"/>

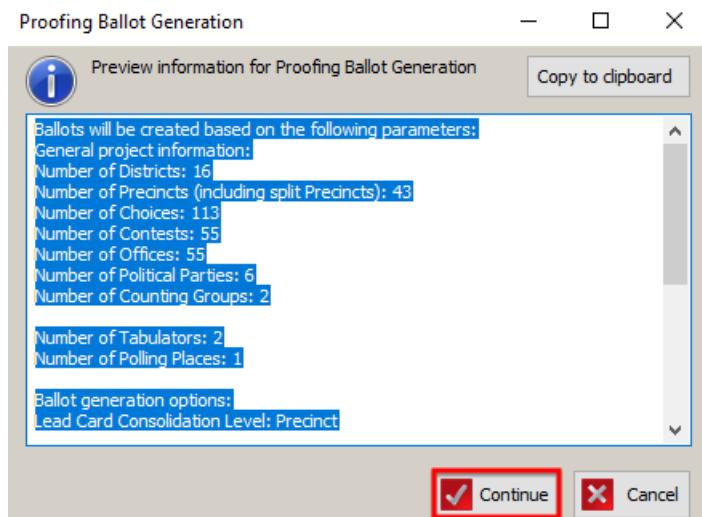
CREATE A BACKUP OF THE PROJECT PACKAGE.

4.11 Create Proofing Ballots

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

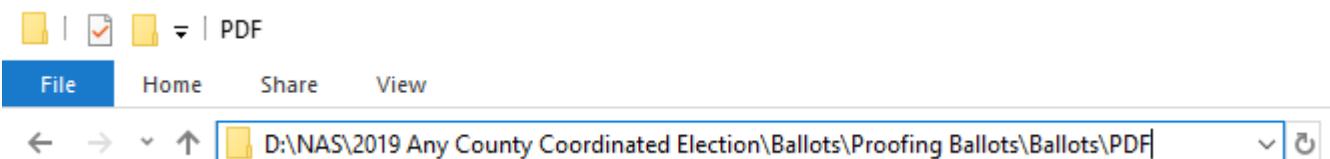
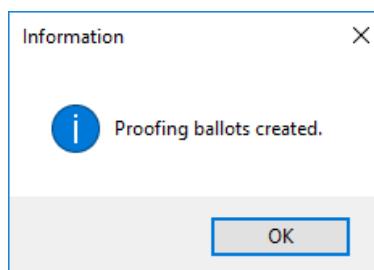


2. The **Proofing Ballot Generation** pop-up displays.



3. Click **Continue**.

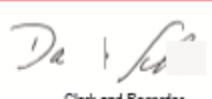
4. Once the proofing ballots are created, a confirmation message displays.
5. Click **OK**.
6. Proofing ballot PDFs may be found on the NAS (e.g. D:\NAS\Year Election Name\Ballots\Proofing Ballots\Ballots).



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.)

Official General Election Ballot Elbert County, Colorado Tuesday, November 06, 2018	 Clerk and Recorder	Precinct: 4016420001 Ballot Style: ELZ_FS
How to vote Correct  <ul style="list-style-type: none">• Use blue or black ink• Completely fill the oval to the left of your choice• Do not vote for more candidates or choices than indicated for each ballot contest• Do not sign or initial your ballot or mistakes	Incorrect  <ul style="list-style-type: none">• Cross out the entire name or choice that you marked by mistake• Completely fill another oval to the left of the correct choice	If you make a mistake  <ul style="list-style-type: none">• Do not erase or white out mistakes• You don't have to vote in every race or contest
Optional write-in  <ul style="list-style-type: none">• Completely fill the oval to the left of the words "Write-in"• Then legibly print the name of an eligible write-in candidate on the line		
<small>WARNING: 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.</small>		



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		Ballot Measures	
Governor / Lieutenant Governor (Vote for One Pair)		County Assessor (Vote for One)		State Measures	
<input type="radio"/> Jared Polis / Dianne Primavera <small>Democratic</small>		<input type="radio"/> Sheryl (Sherry) Hewlett <small>Republican</small>		Amendment V (CONSTITUTIONAL) <small>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?</small>	
<input type="radio"/> Walker Stapleton / Lang Sias <small>Republican</small>		<input type="radio"/> Susan Murphy <small>Republican</small>		<input type="radio"/> Yes <input type="radio"/> No	
<input type="radio"/> Bill Hammons / Eric Bodenstab <small>Unity</small>		<input type="radio"/> Donald Charobee <small>Democratic</small>		Amendment W (CONSTITUTIONAL)	
<input type="radio"/> Scott Helker / Michele Poague <small>Liberarian</small>		<input type="radio"/> Timothy D. Norton <small>Republican</small>		<input type="radio"/> Yes/For <input type="radio"/> No/Against	
Secretary of State (Vote for One)		County Surveyor (Vote for One)			
<input type="radio"/> Keith Westfall <small>Republican</small>		<input type="radio"/> Keith Westfall <small>Republican</small>			
Ballot Measures <small>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.</small>					

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.

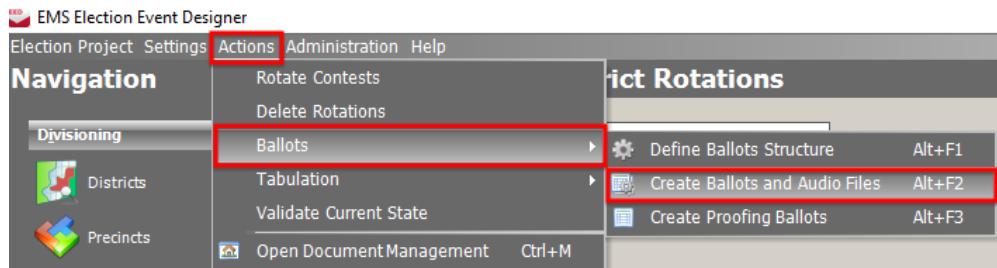
Item(s) to check:

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

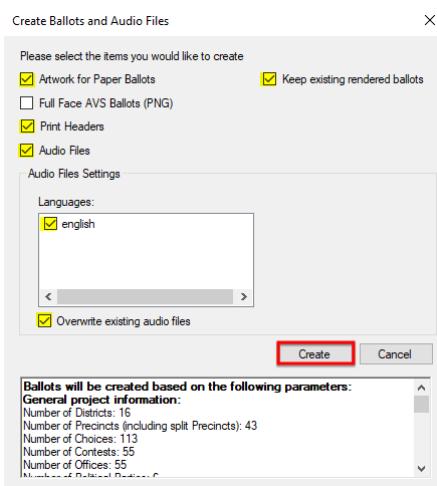


6.1 Create Official Ballots

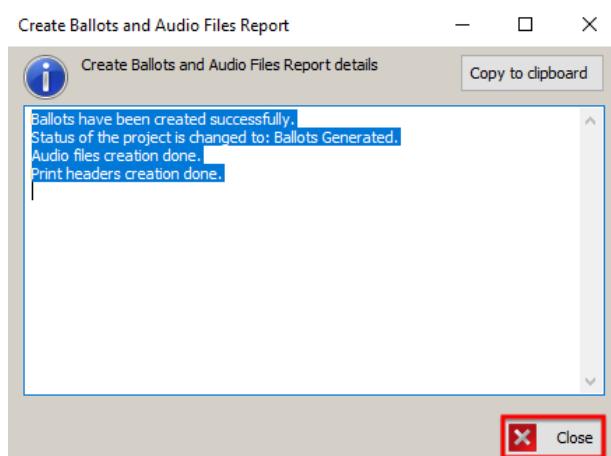
1. Select **Actions**
2. Select **Ballots**.
3. Select **Create Ballots and Audio Files**.



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**.

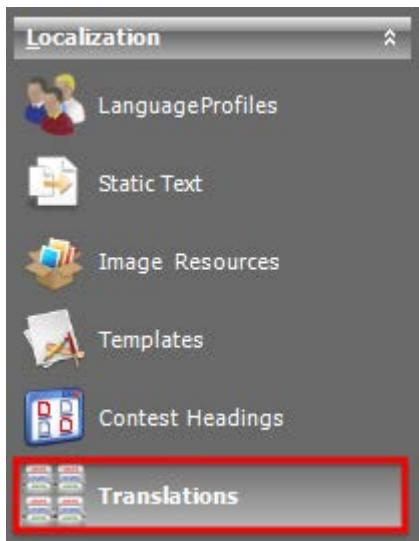


6. Once the ballots are created, a confirmation message displays.
7. Click **Close**.



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 interface. At the top, a dropdown menu labeled 'Object Type' is set to 'Choices' and is highlighted with a red box. Below it are five filter fields: 'Name' (empty), 'Office' (dropdown menu with '<>'), 'Parent District' (dropdown menu with '<>'), 'District' (dropdown menu with '<>'), and 'Contest' (dropdown menu with '<>'). At the bottom, a message 'Records found: 113' is displayed, followed by a search button with a magnifying glass icon and the word 'Search'.

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

A screenshot of a table with four columns. The first column contains a small icon, the second column is labeled 'Name', the third column is labeled 'Contest', and the fourth column contains a small icon. The first row, which contains the text 'Dallas Schroeder' in the 'Name' column and 'Elbert County Clerk and Recorder' in the 'Contest' column, is highlighted with a red box. The other three rows show 'Sheryl (Sherry) Hewlett' (Elbert County Treasurer), 'Susan Murphy' (Elbert County Assessor), and 'Donald Charobee' (Elbert County Sheriff).

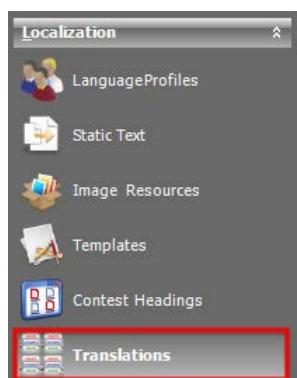
4. Click on the **Base/Audio** tab.
5. Click the **Play** button.

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



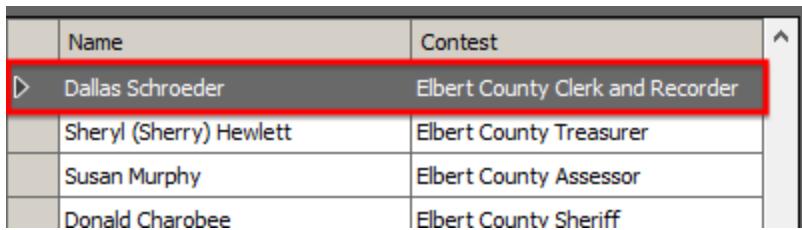
6.3 Edit Synthesized Audio

1. Open the **Translations** screen.



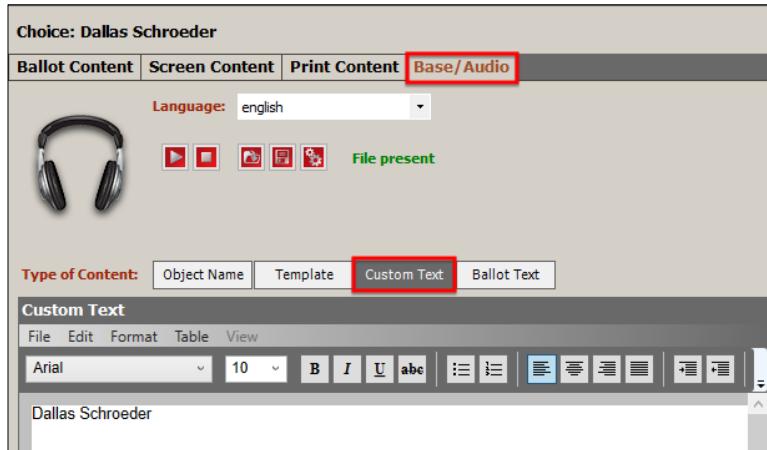
2. Search for the type of object to proof audio for (e.g. Choices, Contests, Political Party, etc.).

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

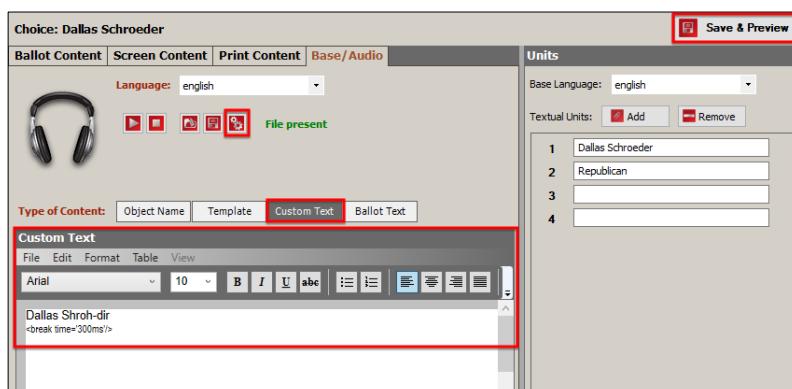
File present

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

Custom Text

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

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

Units

Base Language: english

Textual Units: Add Remove

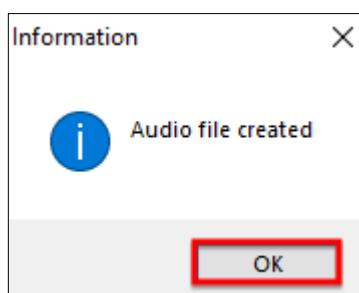
1 Dallas Schroeder

2 Republican

3

4

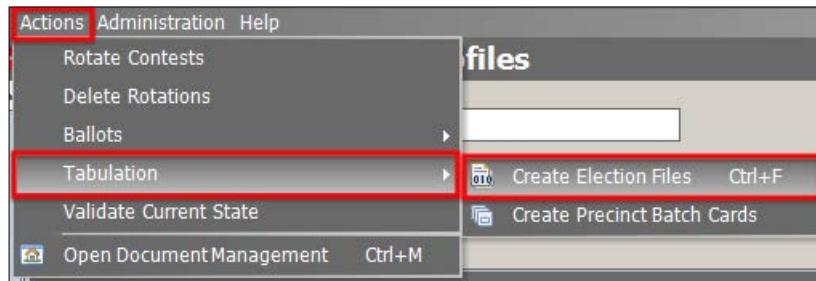
8. An informational message displays when the audio is created.



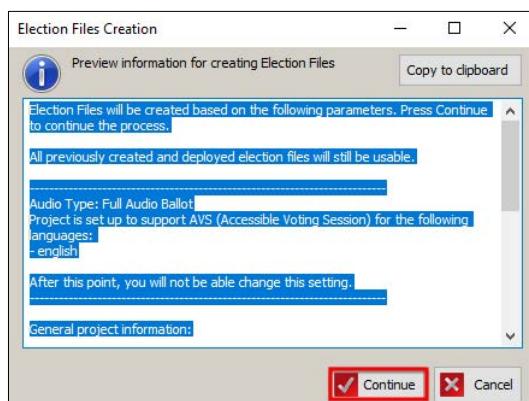
9. Click **OK**.

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.

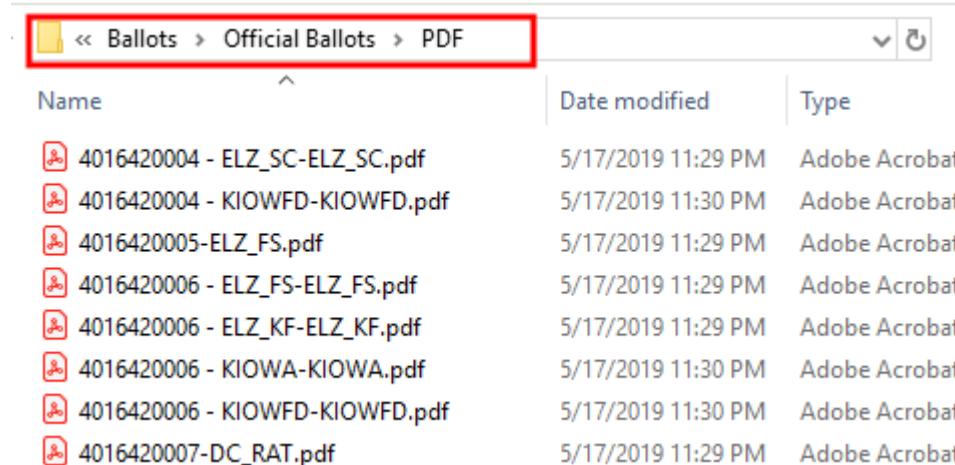
CREATE A BACKUP OF THE PROJECT PACKAGE.

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.



Name	Date modified	Type
4016420004 - ELZ_SC-ELZ_SC.pdf	5/17/2019 11:29 PM	Adobe Acrobat
4016420004 - KIOWFD-KIOWFD.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 - KIOWFD-KIOWFD.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

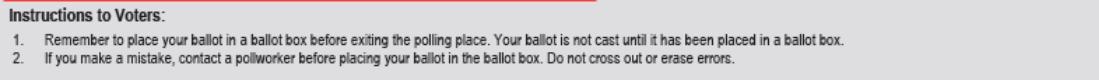
1. Democracy Suite – Audio Studio may also be used for proofing. This is helpful if there are multiple people assisting with audio proofing.



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



Ballot Type: ELZ_FS



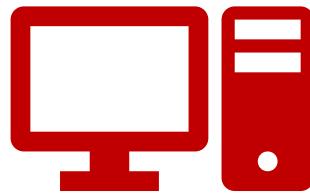
Chapter Eight: Ready for Elections/Project Completion

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.

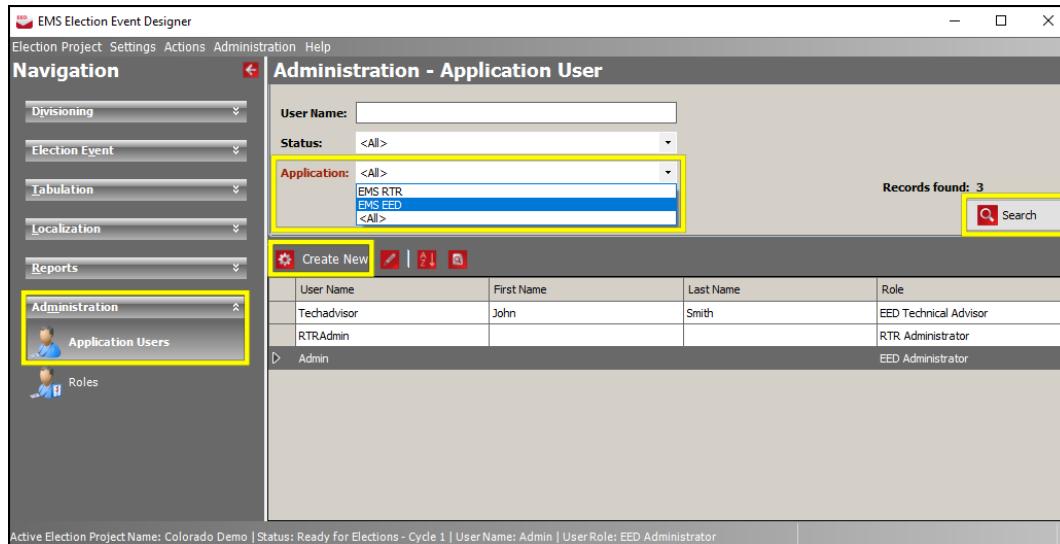
Item(s) to check:

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

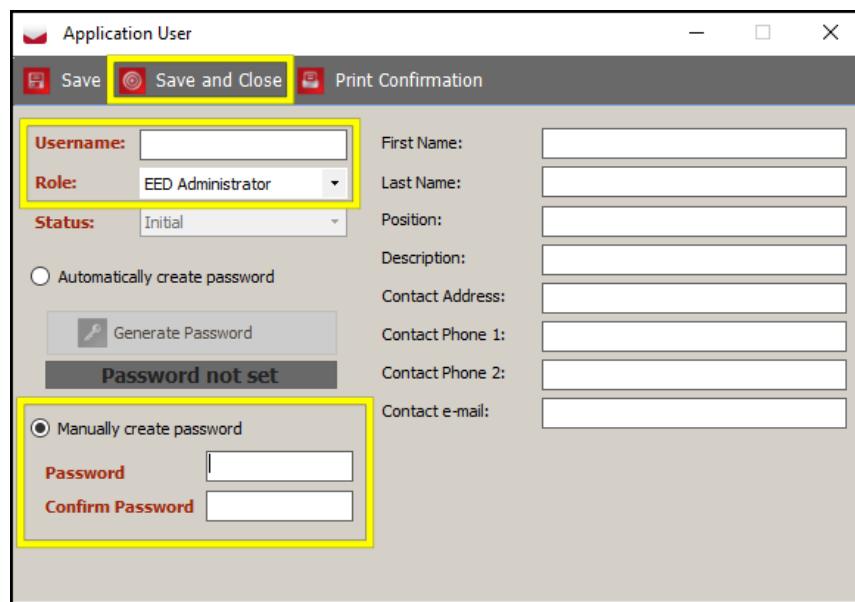


8.1 Create Additional Users

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**



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**



8.2 Add Qualified Write-in Candidates

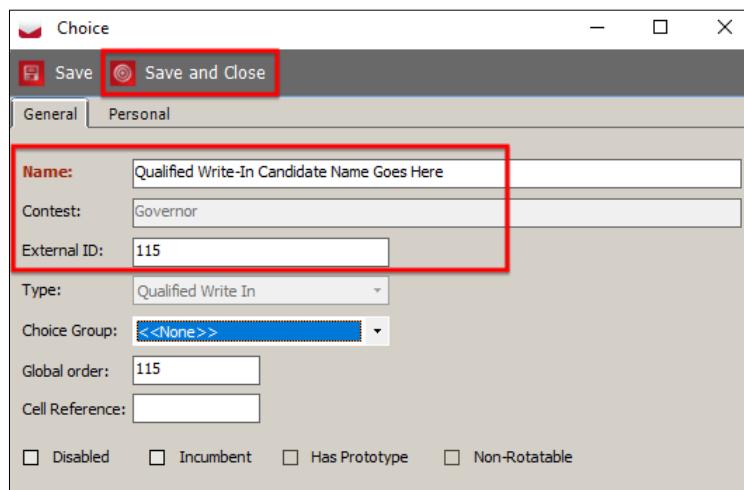
1. Expand the **Election Event** menu.



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**.

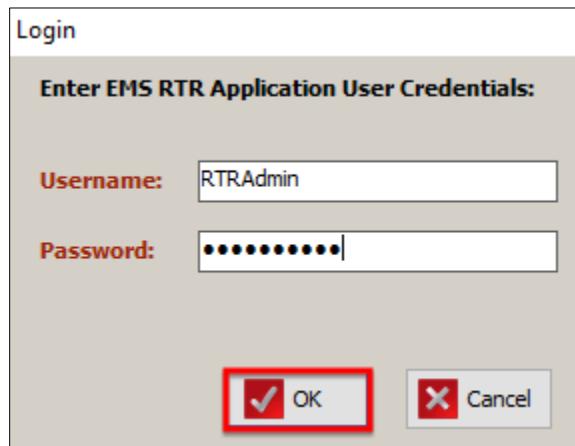
A screenshot of a software window titled "Election Event - Choices". It contains several dropdown menus: "Name" (empty), "Office" (set to "Governor"), "Parent District" (set to "Countywide"), "District" (set to "State of Colorado"), and "Contest" (set to "Governor"). A red rectangular box highlights the "Contest" dropdown. In the bottom right corner, there is a "Search" button and a message "Records found: First 0". At the bottom, there are buttons for "Create New" (highlighted with a red box), "Delete", "Save", "Assign Values", and "Print".

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

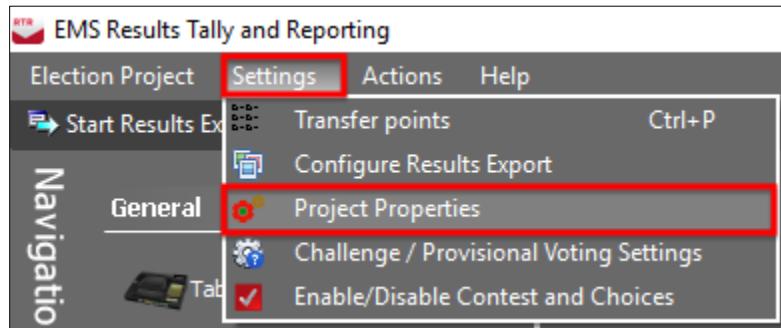
A screenshot of a software window titled "Choice". It shows a form with several fields: "Name" (set to "Qualified Write-In Candidate Name Goes Here"), "Contest" (set to "Governor"), and "External ID" (set to "115"). A red rectangular box highlights these three fields. Below the fields are dropdown menus for "Type" (set to "Qualified Write In") and "Choice Group" (set to "<<None>>"). At the bottom, there are checkboxes for "Disabled", "Incumbent", "Has Prototype", and "Non-Rotatable", and a "Cell Reference" field. At the top, there are "Save" and "Save and Close" buttons, with "Save and Close" highlighted with a red box.

8.3 Enable Adjudication

1. Open RTR and log into the election.



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.

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

John E. Doe
John 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 Xs 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	City of Everywhere Ballot Questions & Issues	City of Everywhere Ballot Questions & Issues
Mayor (Vote for One)	Reduced Taxes Question 1A Vote Yes/For or No/Against	Cascading Sales Taxes Question 1B Vote Yes/For or No/Against
Matt Langdon Fiona Howard Lisa Harlaoe Olivia Underwood Harry Churchill Write-in:	<p>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 purses or desires to obtain pain of itself, because it is pain, but because occasionally circumstances occur in which toll 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?</p> <p>Yes/For No/Against</p>	<p>Far far away, behind the word 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 regellalies?</p> <p>Yes/For No/Against</p>
City Council - At Large (Vote for One)	Normal School Hours Issue 1C Vote Yes or No	
Victoria Vaughan William Burgess	<p>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?</p> <p>Yes No</p>	
City Council - District 1 (Vote for One)		
Jacole MacDonald Connor Sutherland		

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

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

John E. Doe
John 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 Xs 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	City of Everywhere Ballot Questions & Issues	City of Everywhere Ballot Questions & Issues
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Matt Langdon Fiona Howard Lisa Harlaoe Olivia Underwood Harry Churchill Write-in:	<p>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 purses or desires to obtain pain of itself, because it is pain, but because occasionally circumstances occur in which toll 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?</p> <p>Yes/For No/Against</p>	<p>Far far away, behind the word 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 regellalies?</p> <p>Yes/For No/Against</p>
City Council - At Large (Vote for One)	Normal School Hours Issue 1C Vote Yes or No	
Victoria Vaughan William Burgess	<p>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?</p> <p>Yes No</p>	
City Council - District 1 (Vote for One)		
Jacole MacDonald Connor Sutherland		

Barcode and Ballot ID

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"> ▪ Representative to the 116th US Congress ▪ State Representative <p>State Senator</p>	#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"> ▪ Governor ▪ Attorney General ▪ Regent of the University of Colorado – At Large ▪ Secretary of State ▪ State Board of Education Member – At Large ▪ State Board of Education Member – Congressional District ## ▪ State Treasurer ▪ 	#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"> ▪ Representative to the 116th US Congress ▪ State Representative <p>State Senator</p>	#Header Line#EN-1 #Header Line#EN-3 #Header Line#EN-2	State Representative District 24 Vote for One
Contest Header Tempalte	Print Content	PC – Contest Header	<ul style="list-style-type: none"> ▪ 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"> ▪ Representative to the 116th US Congress ▪ State Representative ▪ State Senator 	#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"> ▪ MEASURES 	#Header Line#EN-1	

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

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

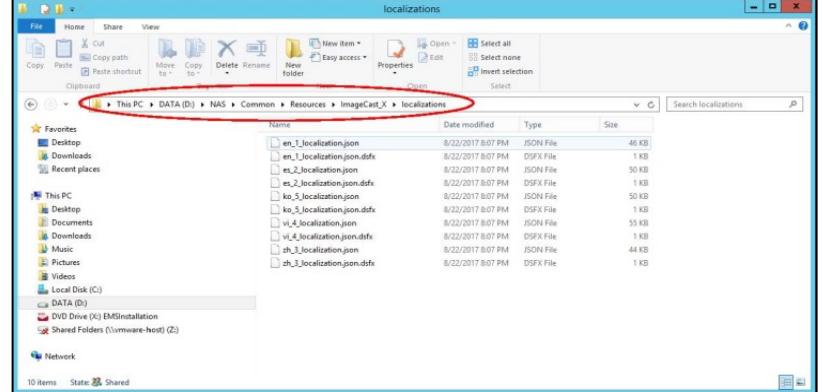
Contest Header Template	Base/Audio Language	AC – Contest Header 3L	<ul style="list-style-type: none"> ▪ Representative to the 116th US Congress ▪ State Representative ▪ State Senator 	#Header Line#EN-1 #Pause#300ms #Header Line#EN-3 #Pause#300ms #Header Line#EN-2 #Pause#300ms	State Representative <break time='300ms'/> District 24 <break time='300ms'/> Vote for One <break time='300ms'/>
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Contest Header Template	Screen Content	SC – Contest Header 3L	<ul style="list-style-type: none"> ▪ Representative to the 116th US Congress ▪ State Representative ▪ State Senator 	#Header Line#EN-1 #Header Line#EN-3 #Header Line#EN-2	State Representative District 24 Vote for One
Contest Header Tempalte	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	#Choice Name#	Argus Filch
Choice Template	Base/Audio Language	AC – Choice 1L	Non partisan choices / measures	#Choice Name# #Pause#300ms	Argus Filch <break time='300ms' />
Choice Template	Print Content	PC – Choice 1L	Non partisan choices / measures	#Choice Name#	Argus Filch
Choice Template	Ballot Content	BC – Choice 2L	Partisan choices	#Choice Name# #Choice Party#	Argus Filch Democratic
Choice Template	Screen Content	SC – Choice 2L	Partisan choices	#Choice Name# #Choice Party#	Argus Filch Democratic
Choice Template	Base/Audio Language	AC – Choice 2L	Partisan Choices	#ChoiceName# #Pause#300ms #Choice Party# #Pause#300ms	Argus Filch <break time='300ms' /> Democratic<break time='300ms' />
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	<table border="1"> <tr> <td>#Choice Name#</td><td>#Choice Party#</td></tr> <tr> <td>#Unit#EN-3</td><td></td></tr> </table>	#Choice Name#	#Choice Party#	#Unit#EN-3		Argus Filch (Signed declaration to limit service to no more than 3 terms)	Democratic
#Choice Name#	#Choice Party#									
#Unit#EN-3										
Choice Template	Screen Content	SC – Choice 2L – Ballot Tag Line	Partisan Choices with voluntary term limits	<table border="1"> <tr> <td>#Choice Name#</td><td>#Choice Party#</td></tr> <tr> <td>#Unit#EN-3</td><td></td></tr> </table>	#Choice Name#	#Choice Party#	#Unit#EN-3		Argus Filch (Signed declaration to limit service to no more than 3 terms)	Democratic
#Choice Name#	#Choice Party#									
#Unit#EN-3										
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 <break time='300ms'/> Democratic<break time='300ms'/> (Signed declaration to limit service to no more than 3 terms)<break time='300ms'/>					
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	<table border="1"> <tr> <td>#Unit#EN-1 /</td> <td>#Choice Party#</td> </tr> <tr> <td>#Unit#EN-3</td> <td></td> </tr> </table>	#Unit#EN-1 /	#Choice Party#	#Unit#EN-3		Jared Polis / Dianne Primavera	Democratic
#Unit#EN-1 /	#Choice Party#									
#Unit#EN-3										
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<break time='300ms'/> Dianne Primavera<break time='300ms'/> Democratic<break time='300ms'/>					
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					

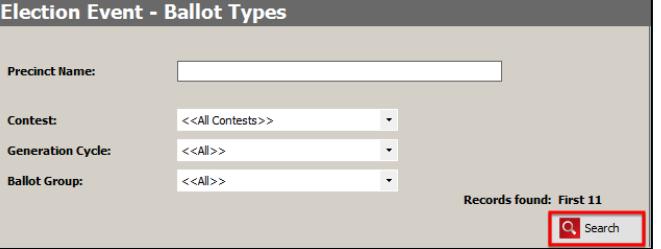
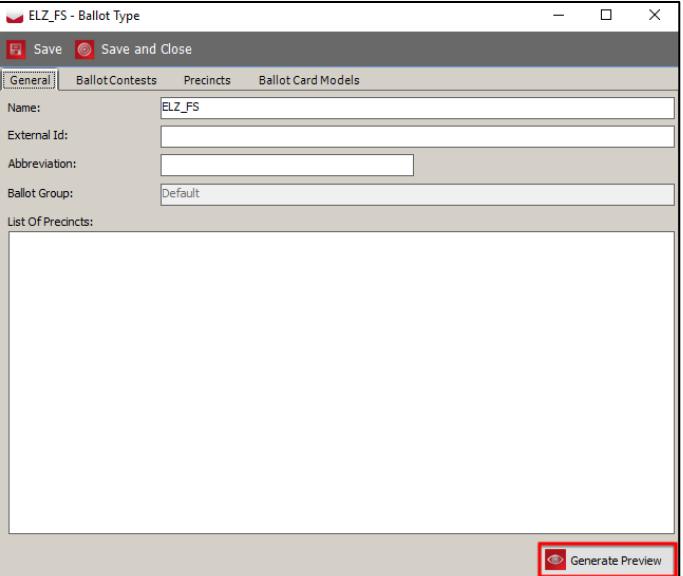
C) Update Localization Files for ICX (if necessary)

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.	<p>Open File Explorer and navigate to the following directory: D:\NAS\Common\Resources\ImageCast_X\localizations</p>	 <table border="1"> <caption>Files in D:\NAS\Common\Resources\ImageCast_X\localizations</caption> <thead> <tr> <th>Name</th> <th>Date modified</th> <th>Type</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>en_1_localization.json</td> <td>8/22/2017 8:07 PM</td> <td>JSON File</td> <td>46 KB</td> </tr> <tr> <td>en_1_localization.json.dsfx</td> <td>8/22/2017 8:07 PM</td> <td>DSFX File</td> <td>1 KB</td> </tr> <tr> <td>es_2_localization.json</td> <td>8/22/2017 8:07 PM</td> <td>JSON File</td> <td>50 KB</td> </tr> <tr> <td>es_2_localization.json.dsfx</td> <td>8/22/2017 8:07 PM</td> <td>DSFX File</td> <td>1 KB</td> </tr> <tr> <td>ko_5_localization.json</td> <td>8/22/2017 8:07 PM</td> <td>JSON File</td> <td>50 KB</td> </tr> <tr> <td>ko_5_localization.json.dsfx</td> <td>8/22/2017 8:07 PM</td> <td>DSFX File</td> <td>1 KB</td> </tr> <tr> <td>vi_4_localization.json</td> <td>8/22/2017 8:07 PM</td> <td>JSON File</td> <td>55 KB</td> </tr> <tr> <td>vi_4_localization.json.dsfx</td> <td>8/22/2017 8:07 PM</td> <td>DSFX File</td> <td>1 KB</td> </tr> <tr> <td>zh_3_localization.json</td> <td>8/22/2017 8:07 PM</td> <td>JSON File</td> <td>44 KB</td> </tr> <tr> <td>zh_3_localization.json.dsfx</td> <td>8/22/2017 8:07 PM</td> <td>DSFX File</td> <td>1 KB</td> </tr> </tbody> </table>	Name	Date modified	Type	Size	en_1_localization.json	8/22/2017 8:07 PM	JSON File	46 KB	en_1_localization.json.dsfx	8/22/2017 8:07 PM	DSFX File	1 KB	es_2_localization.json	8/22/2017 8:07 PM	JSON File	50 KB	es_2_localization.json.dsfx	8/22/2017 8:07 PM	DSFX File	1 KB	ko_5_localization.json	8/22/2017 8:07 PM	JSON File	50 KB	ko_5_localization.json.dsfx	8/22/2017 8:07 PM	DSFX File	1 KB	vi_4_localization.json	8/22/2017 8:07 PM	JSON File	55 KB	vi_4_localization.json.dsfx	8/22/2017 8:07 PM	DSFX File	1 KB	zh_3_localization.json	8/22/2017 8:07 PM	JSON File	44 KB	zh_3_localization.json.dsfx	8/22/2017 8:07 PM	DSFX File	1 KB
Name	Date modified	Type	Size																																											
en_1_localization.json	8/22/2017 8:07 PM	JSON File	46 KB																																											
en_1_localization.json.dsfx	8/22/2017 8:07 PM	DSFX File	1 KB																																											
es_2_localization.json	8/22/2017 8:07 PM	JSON File	50 KB																																											
es_2_localization.json.dsfx	8/22/2017 8:07 PM	DSFX File	1 KB																																											
ko_5_localization.json	8/22/2017 8:07 PM	JSON File	50 KB																																											
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vi_4_localization.json	8/22/2017 8:07 PM	JSON File	55 KB																																											
vi_4_localization.json.dsfx	8/22/2017 8:07 PM	DSFX File	1 KB																																											
zh_3_localization.json	8/22/2017 8:07 PM	JSON File	44 KB																																											
zh_3_localization.json.dsfx	8/22/2017 8:07 PM	DSFX File	1 KB																																											
3.	<p>Rename the file(s) being replaced to include “_old_year” (e.g. en_1_localization_old_2017).</p> <p>NOTE: The files ending in .dsfx do not need to be replaced or renamed.</p>																																													
4.	Copy the new localization file(s) into the localizations directory.																																													

D) Preview Ballot Types

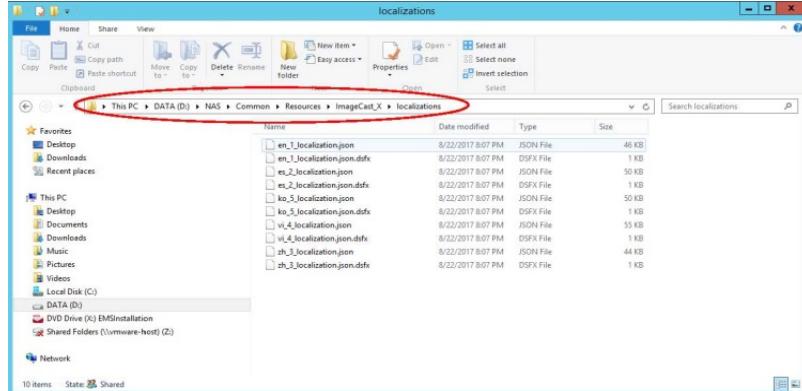
Ballot Type in EED refers to your SCORE district style and Ballot Cards refers to your SCORE ballot style.

Step	Action(s)	Graphic(s)
1.	<p>Expand the Election Event section of the left navigation pane.</p> <p>Select Ballot Types.</p>	
2.	<p>Click Search to view the list of ballot types.</p>	
3.	<p>Highlight the ballot type to be reviewed and double-click.</p> <p>Select Generate Preview to view the ballot.</p>	

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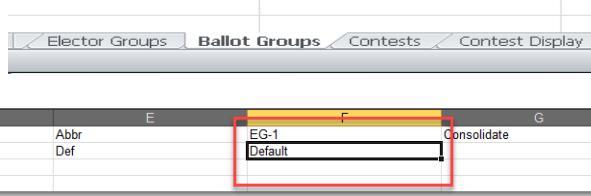
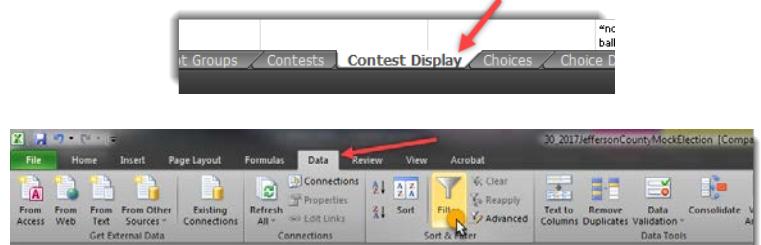
E) Update Static Audio Files for ICX (if necessary)

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

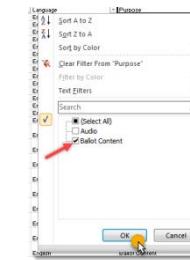
Step	Action(s)	Graphic																																																				
1.	Login to your EMS Server and insert USB containing updated audio files.																																																					
2.	Open File Explorer and navigate to the following directory: D:\NAS\Common\Resources\ImageCast_X\staticaudio	 <p>A screenshot of a Windows File Explorer window. The address bar shows the path: This PC > DATA (D) > NAS > Common > Resources > ImageCast_X > localizations. A red circle highlights this path. The right pane displays a list of localization files (JSON and DSFX files) with their names, dates modified, types, and sizes. The list includes files like en_1_localization.json, en_1_localization.json.dsfx, es_2_localization.json, es_2_localization.json.dsfx, es_3_localization.json, es_3_localization.json.dsfx, ko_5_localization.json, ko_5_localization.json.dsfx, vi_4_localization.json, vi_4_localization.json.dsfx, zh_3_localization.json, and zh_3_localization.json.dsfx. The sizes of the JSON files range from 46 KB to 50 KB, while the DSFX files are 1 KB each.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Date modified</th> <th>Type</th> <th>Size</th> </tr> </thead> <tbody> <tr><td>en_1_localization.json</td><td>8/22/2017 8:07 PM</td><td>JSON File</td><td>46 KB</td></tr> <tr><td>en_1_localization.json.dsfx</td><td>8/22/2017 8:07 PM</td><td>DSFX File</td><td>1 KB</td></tr> <tr><td>es_2_localization.json</td><td>8/22/2017 8:07 PM</td><td>JSON File</td><td>50 KB</td></tr> <tr><td>es_2_localization.json.dsfx</td><td>8/22/2017 8:07 PM</td><td>DSFX File</td><td>1 KB</td></tr> <tr><td>es_3_localization.json</td><td>8/22/2017 8:07 PM</td><td>JSON File</td><td>50 KB</td></tr> <tr><td>es_3_localization.json.dsfx</td><td>8/22/2017 8:07 PM</td><td>DSFX File</td><td>1 KB</td></tr> <tr><td>ko_5_localization.json</td><td>8/22/2017 8:07 PM</td><td>JSON File</td><td>50 KB</td></tr> <tr><td>ko_5_localization.json.dsfx</td><td>8/22/2017 8:07 PM</td><td>DSFX File</td><td>1 KB</td></tr> <tr><td>vi_4_localization.json</td><td>8/22/2017 8:07 PM</td><td>JSON File</td><td>55 KB</td></tr> <tr><td>vi_4_localization.json.dsfx</td><td>8/22/2017 8:07 PM</td><td>DSFX File</td><td>1 KB</td></tr> <tr><td>zh_3_localization.json</td><td>8/22/2017 8:07 PM</td><td>JSON File</td><td>44 KB</td></tr> <tr><td>zh_3_localization.json.dsfx</td><td>8/22/2017 8:07 PM</td><td>DSFX File</td><td>1 KB</td></tr> </tbody> </table>	Name	Date modified	Type	Size	en_1_localization.json	8/22/2017 8:07 PM	JSON File	46 KB	en_1_localization.json.dsfx	8/22/2017 8:07 PM	DSFX File	1 KB	es_2_localization.json	8/22/2017 8:07 PM	JSON File	50 KB	es_2_localization.json.dsfx	8/22/2017 8:07 PM	DSFX File	1 KB	es_3_localization.json	8/22/2017 8:07 PM	JSON File	50 KB	es_3_localization.json.dsfx	8/22/2017 8:07 PM	DSFX File	1 KB	ko_5_localization.json	8/22/2017 8:07 PM	JSON File	50 KB	ko_5_localization.json.dsfx	8/22/2017 8:07 PM	DSFX File	1 KB	vi_4_localization.json	8/22/2017 8:07 PM	JSON File	55 KB	vi_4_localization.json.dsfx	8/22/2017 8:07 PM	DSFX File	1 KB	zh_3_localization.json	8/22/2017 8:07 PM	JSON File	44 KB	zh_3_localization.json.dsfx	8/22/2017 8:07 PM	DSFX File	1 KB
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3.	Rename the folder being replaced to include “_old_year” (e.g. en_old_2017).																																																					
4.	Copy the new static audio folder into the staticaudio 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>Add Language Profiles – <i>**Handled by Macro**</i></p> <ol style="list-style-type: none"> Select the Language Profiles tab Add Screen Content and Print Content Language Profiles as noted below: <p>Screen Content Language Profile ID = 3 Name = English Purpose = Screen Content</p> <p>Print Content Language Profile ID = 4 Name = English Purpose = Print Content</p>	 <table border="1"> <thead> <tr> <th>A</th> <th>B</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Id</td> <td>Name</td> <td>Purpose</td> </tr> <tr> <td>2</td> <td>1</td> <td>English</td> <td>Ballot Content</td> </tr> <tr> <td>3</td> <td>2</td> <td>English</td> <td>Audio</td> </tr> <tr> <td>4</td> <td></td> <td>3 English</td> <td>Screen Content</td> </tr> <tr> <td>5</td> <td></td> <td>4 English</td> <td>Print Content</td> </tr> <tr> <td>6</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	A	B	C	1	Id	Name	Purpose	2	1	English	Ballot Content	3	2	English	Audio	4		3 English	Screen Content	5		4 English	Print Content	6			
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2.	<p>Add Elector Group to Ballot Group - <i>**Handled by Macro**</i></p> <ol style="list-style-type: none"> Select the Ballot Groups tab In the EG-1 column, add the name of the Elector Group 'Default' 	 <table border="1"> <thead> <tr> <th>E</th> <th>F</th> <th>G</th> </tr> </thead> <tbody> <tr> <td>Abbr</td> <td>EG-1</td> <td>Consolidate</td> </tr> <tr> <td>Def</td> <td>Default</td> <td></td> </tr> </tbody> </table>	E	F	G	Abbr	EG-1	Consolidate	Def	Default																			
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Abbr	EG-1	Consolidate																											
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3.	<p>Remove Extra data from the Contest Display tab - <i>**Handled by Macro**</i></p> <ol style="list-style-type: none"> Select the Contest 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 																												

- 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

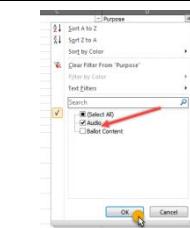


Add Abbreviation for Contest Review to TU-4 - *Handled by Macro*****

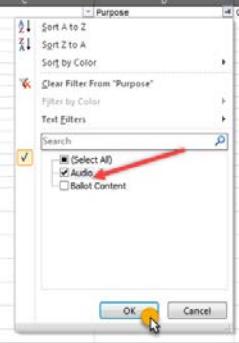
4. The value in TU-4 will be used by Review Title templates to provide an abbreviation, used on the ICX screen across the top, for each contest on the ICX.

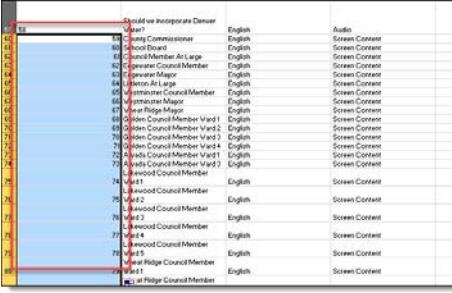
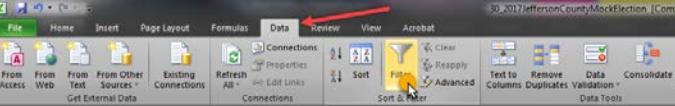
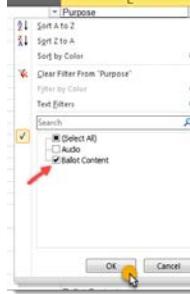
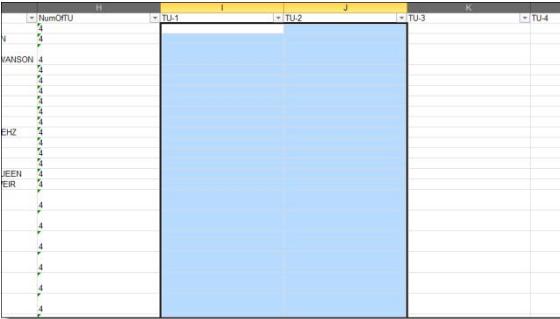
5. **Copy data for the Screen Content rows - *Handled by Macro***

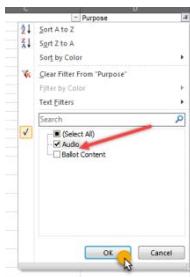
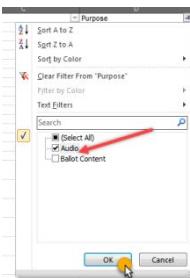
- a. From the **Purpose** tab, select the arrow at the right of the column
- b. Filter only the 'Audio' rows
- c. Select all rows
- d. Copy the rows

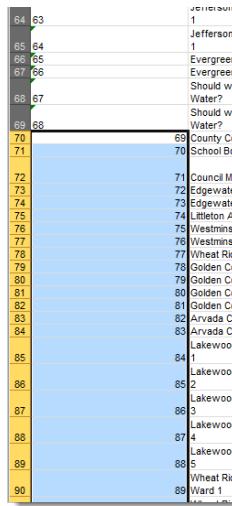


For all the newly copied rows:

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

	<p>f. Double click in the lower right corner (this will increment the entire column to the highest number)</p>	
8.	<p>Remove Extra data from the Choice Display tab - <i>**Handled by Macro**</i></p> <p>Select the Choice Display tab</p> <ol style="list-style-type: none"> 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. 	  

9.	<p>Copy data for the Screen Content rows - <i>**Handled by Macro**</i></p> <ol style="list-style-type: none"> From the Purpose tab, select the arrow at the right of the column Filter only the 'Audio' rows Select all rows Copy the rows <p>For all the newly copied rows:</p> <ol style="list-style-type: none"> Clear out the ID field Change the Purpose to 'Screen Content' 	 <table border="1" data-bbox="1045 448 1932 595"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Language</th> <th>Purpose</th> <th>Unit</th> </tr> </thead> <tbody> <tr><td>70</td><td>JOHN WEIR</td><td>English</td><td>Screen Content</td><td>Unit</td></tr> <tr><td>71</td><td>CHARLOTTE SWANSON</td><td>English</td><td>Screen Content</td><td>Unit</td></tr> <tr><td>72</td><td>CODY "AWESOME" SWANSON</td><td>English</td><td>Screen Content</td><td>Unit</td></tr> <tr><td>73</td><td>ALLISON DUPONT</td><td>English</td><td>Screen Content</td><td>Unit</td></tr> <tr><td>74</td><td>SANDY CAMPBELL</td><td>English</td><td>Screen Content</td><td>Unit</td></tr> <tr><td>75</td><td>CHRIS WEBER</td><td>English</td><td>Screen Content</td><td>Unit</td></tr> <tr><td>76</td><td>MICHAEL SMITH</td><td>English</td><td>Screen Content</td><td>Unit</td></tr> <tr><td>77</td><td>JOHN JONES</td><td>English</td><td>Screen Content</td><td>Unit</td></tr> <tr><td>78</td><td>GARY JOHNSON</td><td>English</td><td>Screen Content</td><td>Unit</td></tr> </tbody> </table>	ID	Name	Language	Purpose	Unit	70	JOHN WEIR	English	Screen Content	Unit	71	CHARLOTTE SWANSON	English	Screen Content	Unit	72	CODY "AWESOME" SWANSON	English	Screen Content	Unit	73	ALLISON DUPONT	English	Screen Content	Unit	74	SANDY CAMPBELL	English	Screen Content	Unit	75	CHRIS WEBER	English	Screen Content	Unit	76	MICHAEL SMITH	English	Screen Content	Unit	77	JOHN JONES	English	Screen Content	Unit	78	GARY JOHNSON	English	Screen Content	Unit																				
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12.	<p>Save the file – use the naming convention:</p> <p><i>CountyName_2017Coordinated_RFEU</i></p> <p>(e.g. County Name _ Election Name _ Ready For Excel Update).</p>	