



ClearVote 2.1

ClearCount Acceptance Test Checklist

Acceptance Test Checklist: ClearCount



Clear Ballot Part Number: 100102-10017
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Document History

Date	Description	Version	Authors
01/11/2017	Initial submission to EAC	1.0	Joni G. McNutt
02/03/2017	Minor typographical and reference-related edits	1.0.1	Joni G. McNutt
04/28/2017	Minor edits	1.0.2	Joni G. McNutt
11/15/2017	Updated cover	1.0.3	Joni G. McNutt
01/19/2018	Vote-by-Mail campaign 2	1.0.4	Joni G. McNutt
04/20/2018	Minor edits	1.0.5	Joni G. McNutt
06/01/2018	Updated cover	1.0.6	Joni G. McNutt
06/15/2018	Updated cover	1.0.7	Joni G. McNutt
08/15/2018	Updated cover	1.0.8	Joni G. McNutt
02/18/2019	Minor edits	1.0.9	Joni G. McNutt
04/12/2019	Updated cover	1.0.10	Joni G. McNutt
11/04/2019	Minor edits	1.0.11	Joni G. McNutt
02/12/2020	Minor edits	1.0.12	Joni G. McNutt

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ClearCount Version: _____ Installation Date: _____ Acceptance Test Date: _____

Technicians: _____

Ensure all acceptance testing items have been checked and completed prior to using the ClearCount system.

Criteria	Yes	No	Information Noted	Issues	Resolution
ScanServer, Scanner and Other Hardware					
ScanServer: Inspection of the computer reveals no damage.	☐	☐	Computer model: Computer serial number: Monitor model: Monitor serial number:		
Scanner: Inspection of the outer shell of the device reveals no damage. Easily accessed interior areas of the scanner appear clean and undamaged. Verify scanner model and serial numbers.	☐	☐	Scanner model: Scanner serial numbers:		

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Criteria	Yes	No	Information Noted	Issues	Resolution
All parts of the system are included and there is no damage (network switch, network cables, external hard drive for election backup, UPS).	☐	☐			
Election Administration Station					
- Inspection of the computer reveals no damage. - Insert a USB drive into each USB port to verify they are accessible for transferring BDFs and reports to and from the election administration station. - Verify that wireless and Bluetooth have been disabled. - Verify the browser and version. - Log in to the ScanServer via the election administration station browser. Verify the ClearCount version in About this Software. - Create a test election with the BDFs provided. Consult your Clear Ballot representative or see the <i>ClearCount Election Preparation and Installation Guide</i>. - From the election administration page, verify that the test election is active. - From the election index menu, select the test election. - From the Dashboard and Statement of Votes Cast report, verify zero totals.	☐	☐	Computer model: Computer serial number: Monitor model: Monitor serial number: Browser and version: Test election name:		

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ScanStations					
Repeat steps for each additional ScanStation computer beyond two by copying the ScanStation items.					
ScanStation 1					
• Inspection of the computer reveals no damage. • Start up the ScanStation and verify the operating system version. • Verify ScanStation has been hardened. • Verify user passwords are of sufficient complexity. • Verify that wireless and Bluetooth have been disabled. • Open ScandAll Pro and verify the version of ScandAll Pro and the PaperStream driver (scanner must be connected). • Start the Tabulator application. Verify the election name, scanner model, scanner serial number and ClearCount software version. • Scan the test deck ballots preceded by a target card. • Verify that all ballot images were saved to the ScanServer and close the Tabulator application.	☐	☐	Computer model: Computer serial numbers: Operating system: ScandAll Pro version: PaperStream driver version:		

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Criteria	Yes	No	Information Noted	Issues	Resolution
ScanStation 2					
• Inspection of the computer reveals no damage. • Start up the ScanStation and verify the operating system version. • Verify ScanStation has been hardened. • Verify user passwords are of sufficient complexity. • Verify that wireless and Bluetooth have been disabled. • Open ScandAll Pro and verify the version of ScandAll Pro and the PaperStream driver (scanner must be connected). • Start the Tabulator application. Verify the election name, scanner model, scanner serial number and ClearCount software version. • Scan the test deck ballots preceded by a target card. • Verify that all ballot images were saved to the ScanServer and close the Tabulator application.	☐	☐	Computer model: Computer serial numbers: Operating system: ScandAll Pro version: PaperStream driver version:		

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Criteria	Yes	No	Information Noted	Issues	Resolution
Election Administration					
- Review that the election reports match the test deck pattern. - Verify that the Statement of Votes Cast report can be exported as a CSV file to a USB device connected to the election administration station. - Plug the external drive into the ScanServer. - Back up the test election. - Restore the election from the external hard drive. - From the election index, select the restored test election. - Review reports to verify that the election has been restored properly. - Delete the test election.	☐	☐			
Additional Validation					
If your voting system includes ClearAccess, tabulate some ballots printed using ClearAccess and voted in a predetermined pattern. Verify that the ballots are readable by the ClearCount scanners and that the vote counts are correct.	☐	☐			
If your voting system includes ClearCast, merge some election results and then access the ClearCast Merged Results report and the Vote Centers report to verify that the vote counts are correct.	☐	☐			

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Criteria	Yes	No	Notes	Issues	Resolution
If a UPS is used, plug it into an electrical outlet for at least two hours to ensure it accepts a charge and can power the equipment while plugged in. Unplug the UPS to verify it still provides power.	☐	☐			
Security: Verify ports and cables are secured with tamper-evident tape as appropriate, applied during this acceptance test, if not before.	☐	☐			

Affix a label to the back or underside of the ClearCount hardware with the date of the test and the initials of the person who conducted the test. Label the components with asset tags per local practices.

Notes
Physical Damage
Correctable Parts
Functional Issues

Installation accepted: _____ Date: _____

Printed name: _____

Authorized signature: _____