ClearVote 2.1

ClearDesign Acceptance
Test Checklist

Acceptance Test Checklist: ClearDesign

Clear Ballot Part Number: 100011-10017

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Document History

Date	Description	Version	Authors
01/10/2017	Initial submission to EAC	1.0	Joe Srednicki
02/03/2017	Minor typographical and reference-related edits	1.0.1	Joe Srednicki
05/15/2017	Minor update based on feedback from the state of Colorado and Clear Ballot Quality Assurance	1.0.2	Joe Srednicki
06/07/2017	Minor updates for vote-by-mail campaign	1.0.3	Joe Srednicki
04/20/2018	Minor edits	1.0.4	Joe Srednicki
08/07/2018	Added information that USB drives are encrypted.	1.0.5	Joe Srednicki
04/12/2019	Updated cover page	1.0.6	Joe Srednicki
11/04/2019	Updated cover page	1.0.7	Joe Srednicki
02/12/2020	Minor edits	1.0.8	Joe Srednicki

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ClearDesign Version: _____   Software Installation Date: _____

Technician: _____   Acceptance Test Date: _____

Use the following list to ensure all acceptance testing items have been checked and completed for the ClearDesign system.
Note: Clear Ballot recommends the use of encrypted USB drives.

Criteria	Yes	No	Information Noted	Issues	Resolution
DesignServer: Inspection of the computer reveals no damage. The server is the correct model.	☐	☐	Computer model:		

Criteria	Yes	No	Information Noted	Issues	Resolution
DesignStation: Inspection of the computer reveals no damage. The computer is correct model.	☐	☐	Computer model:		

Criteria	Yes	No	Information Noted	Issues	Resolution
All components of the system are included and there is no damage: • Power cords for computers • Network switch • Network cables • Switch (if applicable) • Battery backup/UPS (if applicable) Encrypted USB drives for election backup and media distribution are present.	☐	☐			
Power on the DesignServer and Design Stations and verify that the operating systems match approved models/versions.	☐	☐	Operating systems:		
Log in to the DesignServer by using the DesignStation browser. Verify the correct ClearDesign version is displayed.	☐	☐			
Configure users and permissions as desired.	☐	☐			
Restore a test election to verify the installation.	☐	☐			

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Criteria	Yes	No	Information Noted	Issues	Resolution
Verify that the election entities imported or restored correctly.	☐	☐			
Use the proofing reports to verify that the election data appears as desired. Generate ballots, review layouts. Lay out cards.	☐	☐			
Print ballot PDFs and save the PDF files to an encrypted USB drive or other designated location.	☐	☐			
Perform a backup of the election.	☐	☐			
Export an encrypted accessible definition file (ADFx) and load it onto an encrypted USB drive. Install the files onto the ClearAccess voting station ballot- marking device. (See the ClearAccess Acceptance Test Checklist.)	☐	☐			
Export a ballot definition file (BDF) and load it onto an encrypted USB drive. Create an election in the ClearCount system with the BDF files. (See the *ClearCount Election Administration Guide*.)	☐	☐			
Print the ballot PDFs and mark the ballots in a predetermined test pattern. Scan the ballots and verify they are correctly tabulated by the ClearCast and ClearCount systems. (See the applicable user guides.)	☐	☐			

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Criteria	Yes	No	Information Noted	Issues	Resolution
When the ClearDesign system passes the acceptance test, affix a label to the back or underside of the ClearDesign hardware with the test date and the initials of the person who conducted the test.	☐	☐			

Physical Damage:	
Correctable Parts:	
Functional Issues:	

DesignServer serial number or asset tag: _____

DesignStation serial number or asset tag: _____

DesignStation serial number or asset tag: _____

System accepted:_____Date: _____

Printed name: _____

Authorized signature: _____