



BALLOT SCANNING CHECK LIST

THINGS TO DO PRIOR TO ROOM SET UP

- ENSURE VERITY SETTINGS IN KNOWLEDGEBASE HAS BEEN GONE OVER CONFIRMED
- BACK UP LAST ELECTION DATABASES CONFIRMED
- CONTACT HART SUPPORT FOR ACCESS CODES AND RE-IMAGE HARD DRIVES ON CENTRAL SERVERS AND CLIENT PC'S CONFIRMED
- MAKE SURE WE HAVE ADEQUATE SUPPLIES FOR SCANNING PROCESS, TONER, SCANNER CONSUMABLES, MICROFIBER CLOTHS, COLORED PAPER, BLACK MARKERS, RUBBER BANDS, ALCOHOL WIPES, COMPRESSED AIR CONFIRMED
- IMPORT AN ELECTION ON VERITY CENTRAL CONFIRMED

ROOM PREPARATION

- SET UP SCANNING ROOM APPROPRIATELY COMPLETED
- FIVE PODS FOR 20 SCANNERS. EACH POD SHOULD INCLUDE ONE VERITY CENTRAL SERVER, THREE CLIENTS, A PRINTER, A MAINTENANCE MANUAL AND "AUDIT" BINDER. COMPLETED
- INCLUDE WRITE-INS (IF ANY) IN BALLOT NOW FOR ALL STATIONS. CONFIRMED
- SCAN A STACK OF LIVE BALLOTS AND MAKE SURE THEY GET ACCEPTED. CONFIRMED
- WEIGHT EACH BATCH PRIOR TO SCAN. CONFIRMED



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BRING APC'S INTO SCAN ROOM OR MAIL ROOM FOR QC'D BATCHES. SET

SCANNING PROCESS

ON THE VERITY CENTRAL, SELECT AND OPEN ELECTION CONFIRMED

DEFINE VOTING TYPE USING DROP DOWN MENU (VOTE-BY-MAIL, ELECTION DAY, EARLY VOTING) CONFIRMED

CREATE TASK NAME AND SET PREFERENCES TO DEFAULT TO VOTING METHOD (VOTE-BY-MAIL, ELECTION DAY, EARLY VOTING) CONFIRMED

SELECT REMEMBER MY LAST CHOICE, SELECT UNDERVOTES, SELECT TREAT DAMAGED CONTESTS AS VOTER INTENT ISSUES, SELECT DEFER WRITE-INS TO COUNT CONFIRMED

PRINT CONFIGURATION ZERO REPORT BEFORE SCANNING FIRST BATCH CONFIRMED

PROPERLY MAINTAIN SCANNER. CLEAN SCANNER REGULARLY TO LIMIT DUST AND DEBRIS CONFIRMED

BE FOCUSED AND BE AWARE WHEN INVOLVED IN SCANNING PROCESS (SAVING A BATCH, DELETING A BATCH, ETC.) CONFIRMED

INSTRUCT VBM BOARD TO ISOLATE THE BALLOTS WITH LIGHT MARKS AND PENCIL MARKS SET



BALLOT SCANNING CHECK LIST

- SCAN BALLOTS BY PRECINCTS CONFIRMED
- IF DELETE A BATCH, MAKE SURE TO HAVE A SECOND SET PAIR OF EYES AND INITIAL FOR THIS PROCESS. CONFIRMED
- VERIFY IF THERE ARE ANY DELETED BATCHES AGAINST VERITY WORKSTATIONS
- MAKE SURE A CORRECT BATCH IS DELETED AND THE PRINTED BATCH REPORT IS REMOVED FROM THE BATCH AND RESCAN THE CORRECT BATCH
- DO NOT WALK AWAY DURING SCAN BATCH CONFIRMED
- FINISH SCANNING THE BATCH BEFORE LEAVING THE STATION CONFIRMED
- MAKE SURE ALL JAMS ARE CLEARED CONFIRMED
- MAKE SURE BATCHES ARE NOT DOUBLE-SCANNED CHECKED
- GO TO MANAGED BATCH REPORT- MAKE SURE THE NUMBER OF THE BALLOTS ARE THE SAME AS SHOWN ON THE REPORT CHECKED

- CHECK FOR LINES, SMUDGING, LIGHT SPOTS,
GHOST LINES CHECKED
- QC PROCESS TO BE DONE AFTER 10 BATCHES.
SECOND PERSONNEL TO AUDIT QC. SIGN THE
COMMUNITY LOG AFTER 10 BATCHES ARE QC'D CONFIRMED
- WATCH FOR RUBBER BANDS, PAPER CLIPS,
STAPLES CONFIRMED



BALLOT SCANNING CHECK LIST

- CHECK THE PRECINCT NUMBER ON FIRST PAGE
AND LAST PAGE OF THE REPORT. MAKE SURE
THEY MATCH WITH VERITY PCS. CONFIRMED
- PERFORM FINAL QUALITY ASSURANCE CHECKED

- VERIFY THE PHYSICAL BATCHES WITH VERITY
WORKSTATION CHECKED
- RESOLVE CONTESTS. TWO TEAM MEMBERS
PERFORM ADJUDICATION PROCESS. CONFIRMED
- WRITE TO VDRIVES FOR TALLY. CONFIRMED
- VACUUM THE ROOM ONCE A DAY CONFIRMED

SIGNATURE AND DATE

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