

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

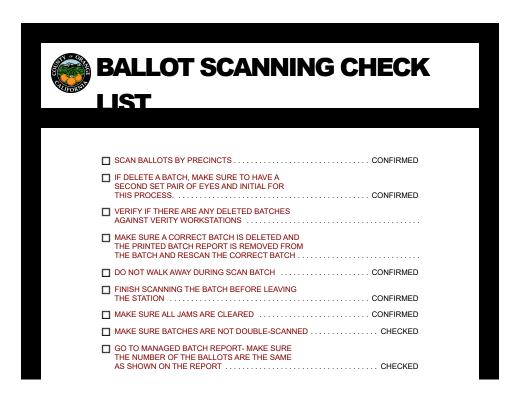
ROOM PREPARATION

BALLOT SCANNING CHECK

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

SCANNING PROCESS

- ☐ INSTRUCT VBM BOARD TO ISOLATE THE
 BALLOTS WITH LIGHT MARKS AND PENCIL
 MARKS SE



honda/pnp/php_source/index.php?id=571

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

CHITOREN	BALLOT SCANNING CHECK IST
	☐ CHECK THE PRECINCT NUMBER ON FIRST PAGE
1	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
RESOLVE CONTESTS. TWO TEAM MEMBERS PERFORM ADJUDICATION PROCESS. CONFIRMED
☐ WRITE TO VDRIVES FOR TALLY
☐ VACUUM THE ROOM ONCE A DAY
SIGNATURE AND DATE
REV:2024-02-12 08:36:29
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