

Appendix E



# **Statewide Voting Project**

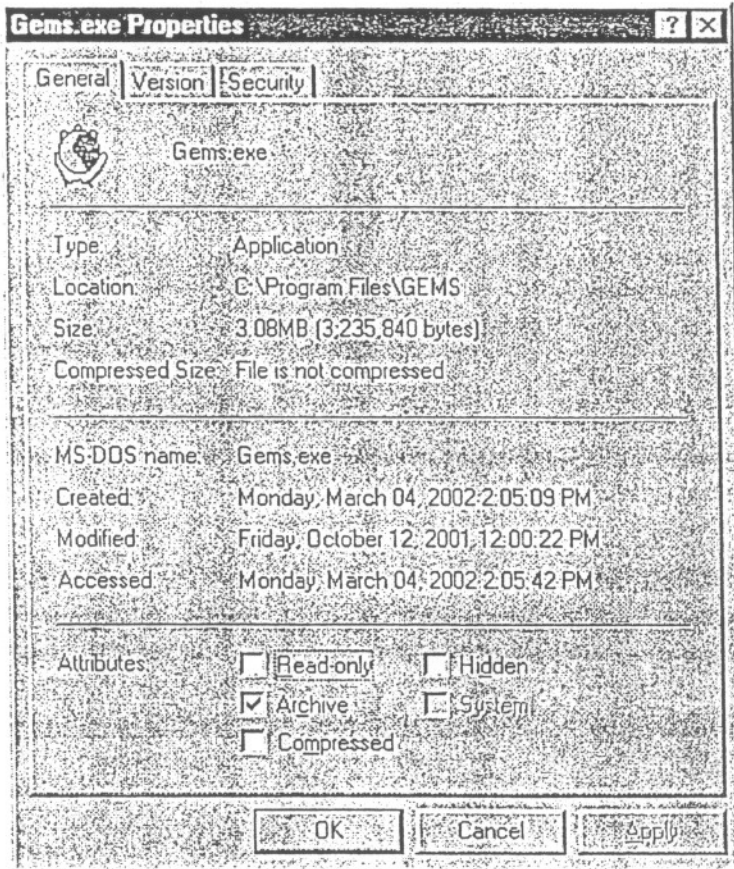
***Voting Unit Acceptance Testing Guide***

***May 3, 2002***

## GEMS Acceptance Test Procedure

Acceptance testing of the GEMS software consists of verifying the modification date and the file size of the GEMS primary executable file. An assumption is made prior to checking the file information, that the GEMS server is setup correctly and is operating correctly.

1. Start Windows Explorer either by selecting "Start, Programs, and Windows NT Explorer" **OR** right click on the "My Computer" icon and select "Explore" from the drop-down menu.
2. Navigate to the GEMS application directory "D:\Program Files\GEMS" and find the executable file "GEMS".
3. Right click on the GEMS executable file and select "Properties". You should see a window as described in Figure 1:



12:00:22 PM Figure 1: GEMS Executable General Properties

The attributes of the certified version of GEMS.EXE are:  
File Size: 3,235,840 bytes

Modification Date: Friday, October 12, 2001

Select the "Version" tab within the Gems.exe Properties window to verify the version of the GEMS executable file.

The correct version is 1,17,7,0 as shown in Figure 2.

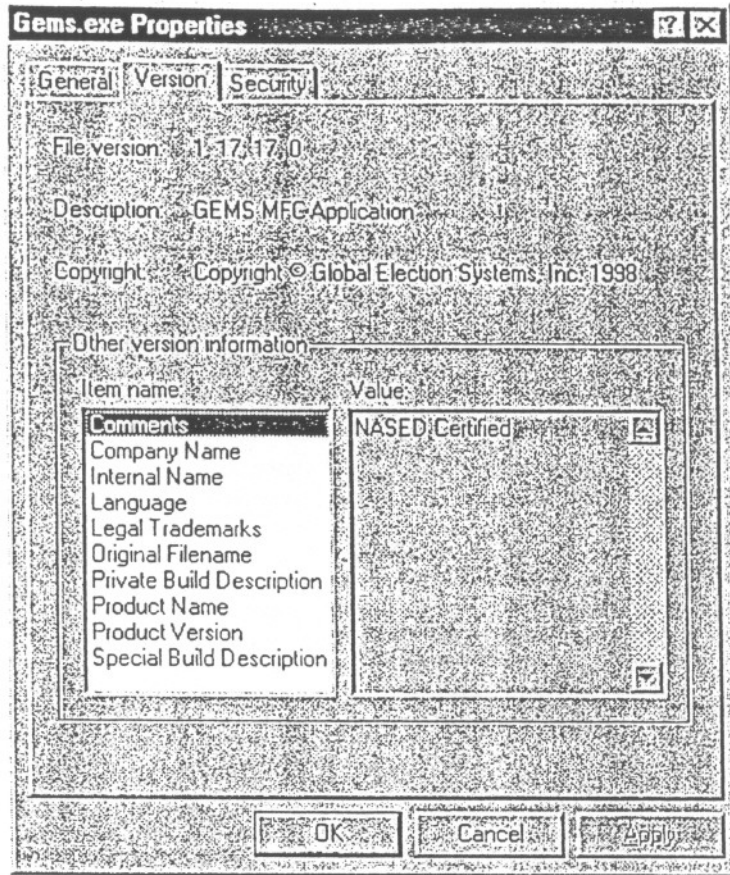


Figure 2: GEMS Executable Version Properties

Close window by clicking "X" in upper right corner.

The acceptance test of GEMS is now complete. If the attributes, described above, match the GEMS.EXE file, the GEMS management server has passed the acceptance test.

***If the file attributes do not match as described above, please complete the following information:***

Filename: \_\_\_\_\_

Modification Date: \_\_\_\_\_

File Size: \_\_\_\_\_

File Version: \_\_\_\_\_

## GEMS HARDWARE SETUP Procedure

In order to write information to the PC Memory cards it is necessary to setup the hardware connecting the Servers with at least one AccuVote-TS unit.

Step	Action Description	Result (Circle Response)
1.	Connect an Ethernet cable to the Ethernet port on the server and connect the other end of the cable into one of the ports on the hub.	Complete / Incomplete
2.	Connect another Ethernet cable to a port on the hub and the other end of the cable to an Ethernet card.	Complete / Incomplete
3.	Connect a keyboard to the AccuVote-TS unit to the connector on the side labeled Keyboard.	Complete / Incomplete
4.	Power up the AccuVote-TS unit.	Complete / Incomplete
5.	Insert the Ethernet Card into the top PCMCIA slot of the AccuVote-TS unit.	Complete / Incomplete
6.	The system will ask you if you want to use the card on battery power. Press the YES button to continue.	Complete / Incomplete
7.	The system will display a Properties window for the Ethernet card. Select "Specify an IP address".	Complete / Incomplete
8.	Press within the box and insert an address within the range of 192.168.3.10 to 192.168.40 (make sure there are no duplicates)	Complete / Incomplete
9.	Click within Subnet Mask box. The system will automatically insert the Mask 255.255.255.0	Complete / Incomplete
10.	Click OK. The AccuVote-TS unit is now ready for a transfer.	Complete / Incomplete

## GEMS Setup Procedure

In order to test the AccuVote-TS voting units, it is necessary to setup the GEMS software to program the number of units to be tested and lock the acceptance test database for an election.

Step	Action Description	Result (Circle Response)
1.	Close all the windows and go back to the Desktop.	Complete / Incomplete
2.	Double click on the Gems icon.	Complete / Incomplete
3.	Select the "acceptance test (county name)" database and click open.	Complete / Incomplete
4.	You will be prompted for a password. Insert the password (global) and click OK.	Complete / Incomplete
5.	Left click on Setup on menu bar and left click on Election. If Set for Election is checked <input checked="" type="checkbox"/> click on Set for Election to remove the check. Click on Cards Printed and Cards Laid Out to remove their check marks. Click on OK. If "2" in icon bar is red, election is set.	Complete / Incomplete
6.	Open (click on the +) the Vote Center in the tree view on the left and expand.	Complete / Incomplete
7.	Start with the Polling Vote Center: Select the Polling Vote Center.	Complete / Incomplete
8.	Expand the Polling Vote Center Tab.	Complete / Incomplete
9.	Highlight (left click) the Vote Center that you will be using. Each Vote Center contains 99 machines. Start with Vote Center 1.	Complete / Incomplete
10.	Right click on the Vote Center and choose Edit Vote Center.	Complete / Incomplete
11.	When the Editor comes up verify that the count method is AccuVote-TS.	Complete / Incomplete
12.	Enter the number of cards to be programmed (1-99). After doing so click OK to proceed. (If using more than one Vote Center, repeat starting at step 9 until correct count is met.)	Complete / Incomplete
13.	Next go to the Absentee Vote Center at end of Vote Centers.	Complete / Incomplete
14.	Expand the Absentee Tab.	Complete / Incomplete
15.	Left click on Absentee-Paper.	Complete / Incomplete
16.	Right click on Absentee-Paper and choose Edit Vote Center.	Complete / Incomplete
17.	When the Editor comes up verify the count method is AccuVote-OS.	Complete / Incomplete
18.	You may now enter the number of cards to be programmed. After doing so click OK to proceed.	Complete / Incomplete
19.	Lock the database for the election by left clicking on Setup on the menu bar and left click on Election. Left click on Set for Election. Press OK.	Complete / Incomplete
20.	You may now begin downloading the memory cards. Start with the Polling Vote Center. Click the Black "2" icon under the Gems drop down menu.	Complete / Incomplete
21.	This will bring up the AccuVote -TS Server. On the Ports tab click the Start button. This will allow the units to access the files to download.	Complete / Incomplete
22.	Click the Vote Centers tab. On this tab you will see a list of cards to be programmed labeled by the Vote Center in which it resides.	Complete / Incomplete
23.	It is recommended that you download one Vote Center at a time. Highlight (left click) the first card of the Vote Center press and hold the SHIFT key on the keyboard, and click the last card of the Vote Center.	Complete / Incomplete
24.	This should highlight the entire set of cards for the Vote Center. With these highlighted click the QUEUE button.	Complete / Incomplete
25.	This will set the queue (ready for download) and place a red "Q" by the cards that were highlighted. As the cards are downloaded the "Q" will be replaced with a red down arrow.	Complete / Incomplete
26.	<b>Move to the AccuVote -TS Unit.</b> Insert a blank Memory Card into the bottom MEMORY slot.	Complete / Incomplete
27.	Turn the unit on by pressing the red button on the side. The unit will boot	Complete / Incomplete



	up into Window CE and then into the Ballot Station software.	
28.	Verify that the software version in the lower right corner is Version 4.1.6.	Complete / Incomplete
29.	There will be a window prompting you to "Download Election". Verify the correct download "Type" (Local Area Network) and "Host" address (192.168.3.1)	Complete / Incomplete
30.	Press the OK button and the machine will begin to transfer the election to the memory card and the printer will print a label.	Complete / Incomplete
31.	The system will tell you the Transfer has been completed. Press OK.	Complete / Incomplete
32.	The system will ask if you would like to download another memory card. Remove the MEMORY card, and attach the printed label. Insert a new MEMORY card and press OK. Continue downloading MEMORY cards until you have enough to do testing on the AccuVote-TS units ready for acceptance testing.	Complete / Incomplete
33.	This will bring you back to the "Download Election" window. Repeat the steps above until all memory cards have been programmed.	Complete / Incomplete
34.	If done, press the Done button. The next window will prompt you to remove the memory card, do so and attach the label. Turn the unit off and take the memory cards to the units for Acceptance Testing.	Complete / Incomplete
35.	Return to the Gems Server and click the ports tab. Click the Stop button to stop the ports and Close the AccuVote -TS Server.	Complete / Incomplete

## AccuVote-TS DIAGNOSTIC TEST CHECKLIST

The following checklist includes steps in conducting a diagnostic test on the AccuVote-TS voting unit. Complete the diagnostic test and affix the SBE tag number.

Step	Action Description	Result (Circle Response)
1.	Inspect for physical damage, such as cracks.	Complete / Incomplete
2.	Plug TS unit into electrical source and raise screen.	Complete / Incomplete
3.	Unlock MEMORY card compartment on right side of unit.	Complete / Incomplete
4.	Insert a programmed MEMORY card into the bottom slot. (Insert with "32" or "128" on top side of card.)	Complete / Incomplete
5.	Power On by pressing the red start button.	Complete / Incomplete
6.	Confirm that TS unit boots properly – the Windows CE Desktop screen appears within 10-20 seconds followed by the initial TS 4.1.6 screen.	Complete / Incomplete
7.	Unlock printer compartment and remove lid.	Complete / Incomplete
8.	Feed printer paper, if necessary.	Complete / Incomplete
9.	Insert Manager card. Press 1111 (the password) and "OK".	Complete / Incomplete
10.	Press "System Setup".	Complete / Incomplete
11.	Confirm Serial Number on Setup screen. Press "Set Date".	Complete / Incomplete
12.	Press the arrows to set the correct month, year, and time. Be careful of AM & PM. Press the correct date on the calendar.	Complete / Incomplete
13.	Select Eastern Time from the drop-down list. Click or unclick "Daylight savings time currently in effect" as appropriate.	Complete / Incomplete
14.	Press "Apply" after setting date, time, and time zone. In the "Date/time Properties" window press OK or "X"	Complete / Incomplete
15.	Press "Diagnostics". Press "Test Printer".	Complete / Incomplete
16.	After test finishes, press "OK" for "Printer test PASSED".	Complete / Incomplete
17.	Attach loop back connector (slightly wider at top) to Keypad port located on right side of the AccuVote-TS unit. Press "Test Serial Port".	Complete / Incomplete
18.	On the Serial Port Test window, use the dropdowns to change the Baud Rate to 115200 and change "Flow Control" from "Hardware" to "Software". Press "Test".	Complete / Incomplete
19.	Press "OK" when "Serial port test PASSED" is received.	Complete / Incomplete
20.	Press "Done" to return to the Diagnostics screen.	Complete / Incomplete
21.	Remove loop back connector.	Complete / Incomplete
22.	Press "Test Card Reader". Manager Card is ejected.	Complete / Incomplete
23.	When directed, remove the Manager Card. <b>(DO NOT TEST THE MANAGER CARD. IT WILL BE ERASED.)</b>	Complete / Incomplete
24.	Insert a Voter Access Card (smartcard) when prompted.	Complete / Incomplete
25.	When the "Card reader test PASSED" message is received, remove the Voter Access Card. Reinsert the Manager Card. Press Done. Press OK. Press Exit Administrator and remove the Manager Card.	Complete / Incomplete
26.	Tear off printer tape. Tape to the back of this form facing out.	Complete / Incomplete
27.	If needed, clean screen with nonabrasive, dry cloth.	Complete / Incomplete
28.	Affix an SBE Tag Number to the AccuVote-TS voting unit.	Complete / Incomplete
29.	SBE Tag Number:	

## AccuVote-TS ACCEPTANCE TEST CHECKLIST

The following checklist includes steps in conducting an acceptance test on the AccuVote-TS voting unit. Follow the steps listed in order from 1 to 24. If you are not able to complete a step, note the problem in the results column. Use the Result column to record the results of the instructions described in the Action Description column. In cases where

Step	Action Description	Result (Circle Response)
1	Load a Certification Test Memory Card into the bottom slot of the AccuVote-TS voting unit (PRE2-CD3-HD1B-CCAB-BE4).	Complete / Incomplete
2	On Main Menu Screen, verify the count is set at zero.	Complete / Incomplete
3	Press REPORTING.	Complete / Incomplete
4	Press PRINT TOTALS Report. Verify that each voting position on the ballot has "0" votes. Leave the printout attached to the printer.	Complete / Incomplete
5	Press DONE REPORTING.	Complete / Incomplete
6	Press TEST COUNT.	Complete / Incomplete
7	Place a ✓ in Not Using Voter Card by pressing the <input type="checkbox"/> . Press COUNT TEST.	Complete / Incomplete
8	Highlight (PRE2-CD3-HD1B-CCAB-BE4) under PRECINCT by touching until it is highlighted in blue.	Complete / Incomplete
9	Press the VOTE button.	Complete / Incomplete
10	Verify Screen reads ANYWHERE COUNTY, USA-MARYLAND CERTIFICATION TESTS. Press START.	Complete / Incomplete
11	Vote every possible voting position on the ballot by voting for each candidate position once, including casting a name in the write-in box. The first ballot vote all candidates with a (1) before their name. Press "Cast Ballot". The second ballot vote for all candidates with a (2) before their name, the third all candidates with a (3) before their name, and so on until you have cast 6 ballots. Bypass the questions on the 3 <sup>rd</sup> pass.	Complete / Incomplete
12	When all six ballots have been voted, press DONE.	Complete / Incomplete
13	Press DONE again in the Test Ballot Screen.	Complete / Incomplete
14	Press REPORTING.	Complete / Incomplete
15	Press PRINT TOTALS REPORT. Verify that the votes for each candidate position match the "6" Votes Tape printout on the next page. <b><u>If the votes do not match the "6" Votes Tape printout, stop the test and ask a supervisor for directions.</u></b> Leave the printout attached to the printer.	Complete / Incomplete
16	Press DONE REPORTING.	Complete / Incomplete
17	Press TEST COUNT Again, and then Press AUTOMATIC L&A. This will generate 22 Ballots. Run the Automatic L&A Test a total of 9 times.	Complete / Incomplete
18	Press DONE from the Test Ballot Screen.	Complete / Incomplete
19	Press the REPORTING button again, then press the PRINT TOTALS REPORT button. Tear off the tape from the printer.	Complete / Incomplete
20	Verify that the votes for each candidate position match the "204" Votes Tape printout on the next page. <b><u>If the votes do not match the "204" Votes Tape printout, stop the test and ask a supervisor for directions.</u></b>	Complete / Incomplete
21	Press DONE REPORTING. Remove printer tape. Fold and staple the printer tape to this form.	Complete / Incomplete
22	Remove the Memory Card from the unit and place with the group to be tabulated.	Complete / Incomplete
23	Shut down the unit by pressing the RED start button on the side, and lock both the side and printer compartment doors.	Complete / Incomplete



### "0 Votes Tape

** Summary Totals **	
PRESIDENT/VP	
RACE # 10	
Adams/Jackson	0
Adams/Vogel	0
Black/Vennik	0
Doolin/Meyers	0
Jeffrey/Petty	0
# Write Ins	0
REP CONGRESS D3	
RACE # 20	
Ronald Hall	0
Ron Holley	0
Brenda Lukie-Johnson	0
Paul Luther	0
# Write Ins	0
HOUSE OF DELEGATES 1B	
RACE #60	
Samuel del Marco	0
Richard DiSirena	0
Kevin O'Kelly	0
Kelly O'Malley	0
# Write Ins	0
COUNTY COMMISSIONERS A	
RACE # 90	
Rushern Frush	0
Charles X. Maxey	0
Peter Wood	0
# Write Ins	0
COUNTY COMMISSIONERS B	
RACE # 100	
Milton C. Curtis	0
Leon G. Lowenstein	0
# Write Ins	0
BOARD OF EDUCATION 4	
RACE # 110	
Todd Bailey	0
George Byrd	0
Shirley Cramer	0
Chris Wilson	0
# Write Ins	0
QUESTION 1	
RACE # 120	
FOR	0
AGAINST	0
QUESTION 2	
RACE # 130	
FOR	0
AGAINST	0

### "6" Votes Tape

** Summary Totals **	
PRESIDENT/VP	
RACE # 10	
Adams/Jackson	1
Adams/Vogel	1
Black/Vennik	1
Doolin/Meyers	1
Jeffrey/Petty	1
# Write Ins	1
REP CONGRESS D3	
RACE # 20	
Ronald Hall	1
Ron Holley	1
Brenda Lukie-Johnson	1
Paul Luther	1
# Write Ins	1
HOUSE OF DELEGATES 1B	
RACE #60	
Samuel del Marco	1
Richard DiSirena	1
Kevin O'Kelly	1
Kelly O'Malley	1
# Write Ins	2
COUNTY COMMISSIONERS A	
RACE # 90	
Rushern Frush	1
Charles X. Maxey	1
Peter Wood	1
# Write Ins	1
COUNTY COMMISSIONERS B	
RACE # 100	
Milton C. Curtis	1
Leon G. Lowenstein	1
# Write Ins	1
BOARD OF EDUCATION 4	
RACE # 110	
Todd Bailey	1
George Byrd	1
Shirley Cramer	1
Chris Wilson	1
# Write Ins	2
QUESTION 1	
RACE # 120	
FOR	1
AGAINST	1
QUESTION 2	
RACE # 130	
FOR	1
AGAINST	1

### "204" Votes Tape

** Summary Totals **	
PRESIDENT/VP	
RACE # 10	
Adams/Jackson	10
Adams/Vogel	19
Black/Vennik	28
Doolin/Meyers	37
Jeffrey/Petty	46
# Write Ins	55
REP CONGRESS D3	
RACE # 20	
Ronald Hall	10
Ron Holley	19
Brenda Lukie-Johnson	28
Paul Luther	37
# Write Ins	46
HOUSE OF DELEGATES 1B	
RACE #60	
Samuel del Marco	10
Richard DiSirena	19
Kevin O'Kelly	28
Kelly O'Malley	37
# Write Ins	101
COUNTY COMMISSIONERS A	
RACE # 90	
Rushern Frush	10
Charles X. Maxey	19
Peter Wood	28
# Write Ins	37
COUNTY COMMISSIONERS B	
RACE # 100	
Milton C. Curtis	10
Leon G. Lowenstein	19
# Write Ins	28
BOARD OF EDUCATION 4	
RACE # 110	
Todd Bailey	10
George Byrd	19
Shirley Cramer	28
Chris Wilson	37
# Write Ins	101
QUESTION 1	
RACE # 120	
FOR	10
AGAINST	19
QUESTION 2	
RACE # 130	
FOR	10
AGAINST	19

## GEMS Setup Procedure – AccuVote OS

In order to test the AccuVote-OS absentee ballots, it is necessary to setup the GEMS software to program the number of units to be tested and lock the acceptance test database for an election.

1.	Next for the Absentee Vote Center memory cards. Click the Black "Card" icon under the Gems drop down menu. This will bring up another window that is known as the AccuVote -OS Server.	Complete / Incomplete
2.	On the Ports tab highlight "Com 2" and click the Start button. This will allow the units to access the files to download.	Complete / Incomplete
3.	Click the Vote Centers tab. On this tab you will see a list of cards to be programmed labeled by the Vote Center in which it resides. Start with "Absentee-Paper". It is recommended that you download one Vote Center at a time.	Complete / Incomplete
4.	Highlight (left click) the first card of the Vote Center press and hold the SHIFT key on the keyboard, and click the last card of the Vote Center. This will highlight the entire set of cards for the Vote Center. Click the QUEUE button.	Complete / Incomplete
5.	This will set the queue (ready for download) and place a red "Q" by the cards that were highlighted.	Complete / Incomplete
6.	<b>Go to the AccuVote -OS.</b> Insert a blank Memory Card into the card slot.	Complete / Incomplete
7.	Turn the unit on by switching the red button in the back of the unit. The unit will begin to boot up.	Complete / Incomplete
8.	Verify that the software version on the LCD window is Release1.94w.	Complete / Incomplete
9.	The first prompt will be "OK to Format this Card". Press the Yes button and allow to format (This step may be skipped by the system, if so it will format the card automatically and you may proceed to the next step).	Complete / Incomplete
10.	The next prompt will be "Program Mem Card by Direct Mode?" Press the Yes button.	Complete / Incomplete
11.	The unit will download the card and print a label. Remove card and attach label.	Complete / Incomplete
12.	If you would like to download another memory card. If yes then: Pull the card out the card, and attach label. Insert a new card into slot. Turn the unit on and repeat the steps.	Complete / Incomplete
13.	If no then: Take the memory cards to the units for Acceptance Testing. Go back to the Gems Server and click the ports tab. Highlight (left click) "Com2", click Stop button to stop the ports and Close the AccuVote -OS Server.	Complete / Incomplete

## AccuVote-OS DIAGNOSTIC TEST CHECKLIST

The following checklist includes steps in conducting a diagnostic test on the AccuVote-OS voting unit.

County Name: \_\_\_\_\_

Serial Number: \_\_\_\_\_

SBE Asset Number: \_\_\_\_\_

Step	Action Description	Result (Circle Response)
1.	Place the AccuVote OS on a secure table and connect the power cord.	Complete / Incomplete
2.	Open the lid housing the printer and feed the paper into the printer.	Complete / Incomplete
3.	Record the County name and Serial Number in the space provided above	Complete / Incomplete
4.	Conduct the diagnostics test using Demo ballots-and Diagnostic 3.	Complete / Incomplete
5.	Hold down both the YES and NO buttons and turn the AccuVote on.	Complete / Incomplete
6.	The LCD will say DIAGNOSTICS MODE	Complete / Incomplete
7.	SET SYSTEM CLOCK? Press Yes	Complete / Incomplete
8.	IS DATE OK? Press No	Complete / Incomplete
9.	IS MONTH OK? Press No until correct number for month appears then press Yes	Complete / Incomplete
10.	IS DAY OK? Press No until correct number for day appears then Yes	Complete / Incomplete
11.	IS YEAR OK? Press No until correct number for year appears then Yes	Complete / Incomplete
12.	IS DATE OK? Press Yes	Complete / Incomplete
13.	IS TIME OK? Press No	Complete / Incomplete
14.	IS HOUR OK? Press No until correct hour appears then YES	Complete / Incomplete
15.	IS MINUTE OK? Press No until correct minute appears then Yes	Complete / Incomplete
16.	IS SECOND OK? Press No until correct second appears then Yes	Complete / Incomplete
17.	IS TIME OK? Press Yes	Complete / Incomplete
18.	TEST LCD DISPLAY? Press Yes (0123456789)	Complete / Incomplete
19.	TEST CONTINUOUS? Press No	Complete / Incomplete
20.	TEST SYSTEM MEMORY? Press Yes (MEM 128K+128K OK)	Complete / Incomplete
21.	TEST CONTINUOUS? Press No	Complete / Incomplete
22.	TEST MEMORY CARD? Press No	Complete / Incomplete
23.	TEST PRINTER? Press Yes (PRINT TEST DONE)	Complete / Incomplete
24.	TEST CONTINUOUS? Press No	Complete / Incomplete
25.	TEST MAIN SERIAL PORT? Press No	Complete / Incomplete
26.	TEST AUX SERIAL PORT? Press Yes SETTING MODEM LOOPBACK MODE SER.PORT PASSED	Complete / Incomplete
27.	TEST CONTINUOUS? Press No	Complete / Incomplete
28.	TEST BALLOT DEFLECTOR? Press No	Complete / Incomplete
29.	TEST BALLOT READER? Press Yes	Complete / Incomplete
30.	TEST WITH AUTOFEEDER? Press No	Complete / Incomplete
31.	RECIRCULATE BALLOTS? Press No	Complete / Incomplete

32.	SORT BALLOTS? Press No	Complete / Incomplete
33.	DISPLAY DATA ON TERMINAL? Press No	Complete / Incomplete
34.	Insert the TYPE 3 Diagnostic card in the AccuVote with the ovals side up.	Complete / Incomplete
35.	Feed it through with the ovals up, 10 times.	Complete / Incomplete
36.	On the last ballot HOLD THE YES button down while you feed it through.	Complete / Incomplete
37.	The AccuVote will print the results of the test. They should say 0 and 100	Complete / Incomplete
38.	Turn the card over and with the lines up this time feed the ballot through 10 times.	Complete / Incomplete
39.	On the last ballot HOLD THE YES button down.	Complete / Incomplete
40.	The printer will print the test results and it should be the opposite of the first test 100 and 0. If the tape shows other results - you should repeat this test again until you get the correct results.	Complete / Incomplete
41.	Once you are finished with the ballot reader test, press No and the SET SYSTEM CLOCK? Message will return. Turn the unit off now.	Complete / Incomplete

## AccuVote-OS ACCEPTANCE TEST CHECKLIST

The following checklist includes steps in conducting an acceptance test on the AccuVote-OS voting unit. Complete the acceptance test and affix the SBE tag number.

Step	Action Description	Result (Circle Response)
1.	Insert the programmed memory card into the AccuVote and turn it on. The messages you will receive are: TEST BALLOTS? Press Yes TEST UNVOTED BALLOTS? Press Yes INSERT UNVOTED BALLOT	Complete / Incomplete
2.	Conduct the BALLOT TEST- Insert a blank ballot- in all 4 orientations- and the printer should read OKAY each time. When you are finished press No.	Complete / Incomplete
3.	TEST FULLY VOTED BALLOTS? Press Yes	Complete / Incomplete
4.	Insert a fully marked ballot- in all 4 orientations- and the printer should read OK each time. When you are finished press No.	Complete / Incomplete
5.	COUNT TEST BALLOTS? Press Yes	Complete / Incomplete
6.	PRINT ZERO TOTALS? Press No	Complete / Incomplete
7.	RECIRCULATE BALLOTS? Press No	Complete / Incomplete
8.	Begin feeding the test deck supplied by SBE.	Complete / Incomplete
9.	When you have finished you will HOLD THE YES AND NO BUTTONS AND AT THE SAME TIME feed the ENDER CARD through.	Complete / Incomplete
10.	PRINT TEST RESULTS REPORT? Press Yes	Complete / Incomplete
11.	PRINT FULL TOTALS REPORT? Press No	Complete / Incomplete
12.	PRINT SUMMARY ONLY? Press Yes	Complete / Incomplete
13.	PRINT LONG REPORT? Press No	Complete / Incomplete
14.	NEED ANOTHER COPY? Press No	Complete / Incomplete
15.	The test results tape should match the predetermined amount of votes cast on the report tape supplied by the SBE. Attach the tape to this completed document.	Complete / Incomplete
16.	REPEAT TEST? Press No	Complete / Incomplete
17.	SEND TEST RESULTS? Press Yes	Complete / Incomplete
18.	SEND RESULTS BY TELEPHONE? Press No	Complete / Incomplete
19.	SEND RESULTS BY DIRECT MODE? Press Yes	Complete / Incomplete
20.	RESULTS SENT OK SEND ANOTHER? Press No	Complete / Incomplete
21.	Turn the AccuVote unit off.	Complete / Incomplete
22.	This AccuVote unit passed the Acceptance Test. YES NO	Complete / Incomplete
23.	Attach the SBE inventory tag and record above.	Complete / Incomplete
	Technician _____ Date: _____	



## ACCUMULATION OF ACCEPTANCE TEST RESULTS

The following checklist includes steps to transfer the PC Memory cards into GEMS .

Step	Action Description	Result (Circle Response)
1.	Upload the results into Gems. Start by opening the database on the Gems server. Click the Black "2" icon under the Gems drop down menu.	Complete / Incomplete
2.	This will bring up the AccuVote -TS Server. On the Ports tab click the Start button. This will allow the units to push the results into Gems.	Complete / Incomplete
3.	Click the Vote Centers tab. On this tab you will see a list of cards to be uploaded labeled by the Vote Center in which it resides. As the results are posted to Gems the red arrow will be replaced with a green up arrow, this will let you now the results are now on the Gems server.	Complete / Incomplete
4.	Start with the Polling Vote Center memory cards. Go to the AccuVote -TS unit you are uploading from (same as the unit you used to download).	Complete / Incomplete
5.	Your cards should be separated into groups of the Vote Centers you used. If using more than one Vote Center, the following process can be done simultaneously for all the Vote Centers on different machines.	Complete / Incomplete
6.	Insert the first Memory Card into the bottom MEMORY slot. Turn the unit on by pressing the red button on the side. The unit will boot up into Window CE and then into the Ballot Station software.	Complete / Incomplete
7.	Verify the "Count" totals (on the right), against expected totals. Press the "Accumulator" button. This will bring up another window.	Complete / Incomplete
8.	Verify the Vote Center you are working within is correct. You will accumulate all Cards within the Vote Center.	Complete / Incomplete
9.	Press the "Load" button. This will load the results of the card already in the slot. You will see a "Loading" message in the bottom left hand corner and the card identifier will be placed into the window showing that it was loaded.	Complete / Incomplete
10.	Remove the card and repeat for all cards within the Vote Center.	Complete / Incomplete
11.	When finished loading all cards, you will transfer the results to the Gems Server. On the bottom of the Accumulator screen press the "Transfer" button.	Complete / Incomplete
12.	This will bring up a window to "Transfer Results" (this looks similar to the Download Election window seen earlier). Verify the correct transfer "Type" (Local Area Network) and "Host" address (192.168.3.1).	Complete / Incomplete
13.	Click the OK button and the machine will begin to transfer the election to the Gems Server.	Complete / Incomplete
14.	The system will then tell you the Upload has completed press OK.	Complete / Incomplete
15.	The system will then ask you if you would like to upload more results. Press No to complete the upload. The system will then tell you the Transfer has completed press OK.	Complete / Incomplete
16.	Go to the Gems server and verify all the arrows have turned green.	Complete / Incomplete
17.	Go back to the Gems Server and click the ports tab. Click Stop button to stop the ports and Close the AccuVote -TS Server.	Complete / Incomplete