INDIAN RIVER COUNTY
PUBLIC PRE-ELECTION LOGIC & ACCURACY TEST
OF TABULATION EQUIPMENT

Preparation

1. Supplies
2. Determine the number of ExpressVotes
3. Create election media
4. Get seals for DS200 and ExpressVote units
5. Boot/login tabulation computers

Stage 1: ExpressVote Pre-Election LAT

1. Record Lifetime Print Counter end #
2. Calibrate the screen
3. Verify display of correct precinct #, date and time, and that daylight savings option is checked
4. Record Lifetime Print Counter start #
5. Perform marking of test deck ballot(s)
6. Tabulate ballots using DS200
7. Leave units in Official Mode
8. Power down each unit
9. Seal the access door
10. Record the seal numbers on the Certification of Tabulation report

Stage 2: DS200 Pre-Election LAT

Required Items for Pre-Election LAT

Secure the following items to facilitate a smooth Pre-Election LAT process:
Keys
Memory Sticks
Memory Stick seals
Test deck, either pre-marked or manually marked
Paper rolls

The actual testing is comprised of the following high-level tasks:

1. Power on the DS200
2. Verify display of correct precinct #, date and time, and that daylight savings option is checked
3. Confirm Public Count is Zero
4. Record Protected Count start #
5. Process ballots including ExpressVote cards
6. Close polls and in a combination, modem and read memory sticks in ERM
7. Record Protective Count end #
8. Reset DS200 totals to zero
9. As required, change the paper roll

Stage 3: Read Paper Ballots on DS850

1. Print Zero Proof Reports from each DS850
2. Read test deck for Vote-By-Mail Ballots through DS850
3. Reset DS850 totals to zero

Stage 4: ERM Tabulation

1. Read the DS850 memory stick into ERM
2. Print Election Summary w/ Group Detail report and present results from ERM, Clear Audit, and the control sheet to the Canvassing Board
3. Have Canvassing Board match results with control sheet
4. Canvassing Board signs off

Stage 5: Clear Audit

1. Boot/login Clear Audit computers and scanners
2. Print Zero Proof Report
3. Scan in each category into their respective group (Vote-By-Mail, Early Voting, Election Day)
4. Confirm each groups predetermined totals before moving on to the next group
5. Once all categories are complete, print report for Canvassing Board review
6. Canvassing Board signs off
7. Backup L&A results to an external hard drive
8. Zero out the test data
9. Print Zero Proof Report

Stage 6: Reporting

1. Backup the ERM database and election files
2. Place the test ballots, proofing materials, signed reports, and backup into the transfer case
3. Canvassing Board signs the transfer case contents form and the transfer case is sealed
4. Back up of database and election files uploaded to the Florida Division of Elections website