Central Counting Station Plan

I. Personnel
   a. Manager is in charge of the overall administration of the central counting station and the general supervision of the personnel working at the station.
   b. Tabulation Supervisor is in charge of the operation of the automatic tabulating equipment at the counting station.
   c. Assistants to Tabulation Supervisor shall assist the tabulation supervisor in the operation of the automatic tabulating equipment as directed by the tabulation supervisor.
   d. The Presiding Judge shall maintain order at the counting station and has the same authority as a precinct presiding judge in that respect and in the administration of oaths. The presiding judge may confer with and advise the manager or tabulation supervisor on any activity at the counting station.
   e. The Alternate Judge serves as presiding judge for the counting station if the regularly appointed presiding judge cannot serve.
   f. Anyone present in the Central Counting Station shall wear a gold badge from the county clerk.

II. Procedure for Convening the Central Counting Station
   a. Central Counting Station shall convene at 3:00 pm Election Day until all votes collected from Early Voting, Ballots received by mail at 7:00 pm, and ballots from Election Day are tabulated.
   b. Central Counting Station shall reconvene the next business day to reconcile the equipment from Election Night.
   c. Central Counting Station shall reconvene after the Early Voting Ballot Board has completed its review of all Ballot by Mail ballots, FPCA ballots and provisional ballots for final tabulation.

III. Oaths
   a. Oaths shall be administered at 1:00 pm Election Day.

IV. Intake of Ballots, electronic media and supplies
   a. All judges at Early Voting and Election Day shall sign the chain of custody documents to document the inventory control of equipment and votes. All verification must be performed with two or more individuals.
b. The SVC and EVBB shall sign chain of custody review of the ballot by mail ballots. See attachment.

V. Duplication of Ballots
a. The Director of Ballot by Mail shall supervise the personnel responsible for the duplication of ballots.

b. A team of at least two persons shall duplicate any ballot that is damaged to the extent it cannot be automatically counted and the ballot may be duplicated so it can be automatically counted.

c. Each duplicate ballot must be clearly labeled "Duplicate" and must bear the serial number of the original ballot.

d. The duplicate shall be substituted for the original ballot in the ballots prepared for automatic counting. The original shall be preserved with the other voted ballots for the same period.

VI. Resolving Voter Intent
a. See Attachment
b. The Central Counting Manager shall confer with the Presiding Judge on the process for resolving voter intent.

VII. Tabulation Procedures
a. See Attachment

VIII. Reconciliation
a. Early Voting Reconciliation – See Attachment
b. Early Voting by Mail – See Attachment
c. Election Day – See Attachment

IX. Printing of Precinct Returns and Election Totals
a. Early Voting and Ballot by Mail ballots on the MBB cards shall be read into the Election Database as early as 3:30 pm Election Day after the completion of the L & A test. At 6:45 pm all the doors to Central Count shall be locked and no one shall be permitted to access their cell phone. All Early Voting and Ballot by Mail ballots collected at that time shall be tabulated and a report generated by the Tabulation Supervisor and Assistant Tabulation Supervisor

b. The report shall be reviewed for accuracy the Tabulation Supervisor and then by the Presiding and Alternate Judges and initialed by the Tabulation Supervisor and Presiding and Alternate judges.

c. After approval by the Tabulation Supervisor, Presiding and Alternate Judges, the election returns shall be posted as “unofficial” to the website and provided to those persons outside the Central Counting Station Room at 7:00 pm unless the
polls are still open. If the polls are still open, the County Clerk and Presiding Judge shall determine when to release the initial results.
d. Periodic reporting of election returns shall be posted as determined by the County Clerk and the Presiding Judge until all precincts have returned their results.
e. Limited Ballots shall be tabulated near the end of the process.
f. Results shall be posted the SOS as they become available for elections requiring reports to the SOS.

X. Poll Watchers
a. Poll watchers are entitled to be present during the time the CCS has convened for the “purpose of processing or preparing to process election results and until the election officers complete their duties at the station.”
b. The poll watcher must deliver their certificate of appointment to the Presiding Judge of the CCS and the Presiding Judge must countersign their certificate.
c. The poll watcher must disable all recording devices upon entering the Central Counting Station.

XI. Delivery of Materials to the General Custodian of Election Records
a. The Custodian of Election Records shall oversee the sealing of all documents to be stored for the statutorily required timeframe.
CHAPTER 12
SCANNING BALLOTS

OVERVIEW

♦ This chapter details the procedures for receiving and processing all absentee ballots including
  • Scanning ballots into the Ballot Now software
  • Using Ballot Now software to resolve all ballots
  • Recording all cast votes onto Mobile Ballot Box cards.

MAIN TOPICS

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About This Procedure

This chapter will cover the handling and processing procedures of all voted Absentee ballots as well as operating the software and equipment used to capture votes cast on postal ballots.

The following procedure is one of the most important in the entire Ballot-By-Mail Department. It is imperative that the clerks assigned to these tasks do so with integrity and a mature work ethic.

Steps for: Receiving Postal Ballots

1. The Ballot-By-Mail (BBM) Supervisor will assign at least three clerks for counting and verifying received ballots.

   - The team will count the ballot carrier envelopes to verify the Early Voting Ballot Board’s (EVBB) total number of ballots.

   - **NOTE:** Two team members will count the ballots in each tub with one team member counting the ballots and the second team member re-counting for verification.

   - The totals for each tub will be recorded on the “Ballot-By-Mail Ballots Accepted from the Ballot Board” form (see image 1, Appendix Y, page ??)

     * **NOTE:** Each tub will have labels on both ends with the total number of ballots recorded by the EVBB. Any difference in the tub label total and the BBM accounting total will be reported to the Voter Outreach Supervisor immediately.

   - All counted tubs and filled out forms will be taken to the BBM office for opening and processing.

Steps for: Opening Postal Ballots

1. For this process the BBM Supervisor will divide the team members into three groups:

   - Ballot Opening Team

   - Ballot Processing Team

   - Runners
2. A supervisor or team leader must be present at all times during this step in the process.

   - NOTE: Poll watchers may also be assigned to observe this procedure.

3. The BBM Supervisor will provide the team with all necessary supplies:

   - Electric letter openers (at least two)
   - “Sort-Kwik” or similar product.
   - Regular letter openers (for the team members)
   - Stacks of privacy envelopes for ballots returned without a privacy envelope.

4. Using the electric letter opener(s) the ballot opening team (1 team member for each electric letter opener) will begin opening the carrier envelopes.

   - NOTE: THE BALLOT OPENING TEAM WILL NOT REMOVE ANY CONTENTS FROM THE CARRIERS.

   - Each opened envelope will be stacked on the workstation table for the runners to take to the rest of the team members.

5. The ballot processing team will be responsible for removing the ballots from the carrier envelopes and batching them for further processing.

   - Each carrier envelope should contain a smaller privacy envelope which contains the actual ballot(s).

   - NOTE: Occasionally some envelopes will not contain the privacy envelope but instead will only have the folded ballot(s) in the carrier. The clerk will place the folded ballot(s) without unfolding the ballot(s) into a new privacy envelope.

   - Each empty carrier envelope will be torn halfway in two (in other words, don’t tear the envelope completely in half like the carrier envelope. Just tear it half-way) and stacked neatly on the table.

   - During this step in the process, runners will be collecting the privacy envelopes and torn carrier envelopes.

   - The torn carrier envelopes will be placed in a box for storage.
• The privacy envelopes will be taken to the ballot opening team.

6. The ballot opening team will begin opening the privacy envelopes as they get them from the runners.

• **NOTE: THE BALLOT OPENING TEAM WILL NOT REMOVE ANY CONTENTS FROM THE PRIVACY ENVELOPES.**

• The runners will take the opened privacy envelopes to the ballot processing team.

7. The ballot processing team will remove the ballot(s) from the privacy envelopes.

• Ballots will be counted into stacks of ten (10) then stacked criss-crossed into stacks of fifty (50).

• The ballot total will be logged onto the *Ballot-By-Mail Ballots Accepted from the Ballot Board* form (see image 1, Appendix X, page??)

• **NOTE: If team is working with two-page ballots both pages will be counted as one (1) ballot.**

• **NOTE: During Primary Elections both political party’s ballots must be kept separate. DO NOT MIX PARTY BALLOTS!**

• While counting, each team member will inspect the ballots for any damage and repair as necessary.

• Damage to ballots may include tears along the edge of the ballot or torn barcodes along the side of the ballot.

• In most cases damage can be repaired with scotch tape.

• Any irreparably damaged ballots will be set aside for the Ballot Now Manager (BNM) to duplicate.

• The empty privacy envelope will be torn in half and stacked neatly on the workstation table.

• Runners will collect the torn privacy envelopes and place them in a separate box for storage.
When all ballots have been opened, repaired and counted into batches they will be taken to the scanning team for the next step in the process.

**Steps for: Scanning Postal Ballots**

1. Scanning Station Set-Up (the following procedure is to be done by the BNM only!)
   - The BNM will be the primary supervisor for this process; all questions should be brought to the BNM first.
     - The BNM will obtain the following items before scanning can begin:
       - **eSLATE Cryptographic Module (eCM) (aka, “the token”)** - an encrypted thumb drive that allows users to access the scanning software and equipment (**Figure 13-1**).
       - **Mobile Ballot Box (MBB) cards** - Encrypted memory cards for storing sensitive election information (**Figure 13-2**).
       - Scanning Log Sheets
       - Color-Coded Scanning Cover Sheets
       - Plenty of red ballpoint pens
       - Storage tubs for scanned ballots
     - The BNM will turn on each of the six (6) Ballot Now Scanning Station scanners and computers and begin setting them up for scanning.
       - **NOTE: Scanners and printers must be turned on BEFORE turning on the PC.**
     - After the PC is booted up insert the MBB card into the card reader (the reader is usually located on top of the PC tower) and log into the Ballot Now software.
       - **NOTE: The token must be inserted into any available USB port on the PC tower BEFORE logging into the Ballot Now software.**

**Figure 13-1:** eCM (or, “Token”)

**Figure 13-2:** MBB
2. Setting Up the Ballot Now Software:

- Once you are logged in, the first step in the scanning process is to select the election to be worked. Left-click on the “Election” menu and from the pull down menu choose the “Select Election” menu option (Figure 13-3).

- Highlight the “OPEN” election in the database and left-click the OK button (Figure 13-4).

![Figure 13-3: Election](image)

![Figure 13-4: Select Election menu.](image)
3. Adding Write-In Candidates

- If the election has any Write-In Candidates on the ballot the candidates names must be manually entered into the Ballot Now software before scanning can begin.

a. To add Write-In Candidates, left-click onto the Election menu.

b. From the pull-down menu left click onto Add Write-In Candidates (Figure 13-5).

- Choose the race currently being voted in the Select Contest field. (Figure 13-6)

- In the Add Write-in Candidate field type the candidate’s name exactly as it appears on the ballot and left click on the button.

- When all candidates have been entered left-click on the button.

- The candidate’s name will appear in the Authorized Write-in Candidates field.

Figure 13-6: Add Write-in Candidates

Figure 13-5: Add Write-in Candidates menu
• From the Select Election Source menu select “Absentee” and left-click

(Figure 13-9)
5. Scanner Setup

- Turning the scanner on before booting up the PC will allow the Ballot Now Software to detect the scanner automatically. If the scanner is turned on after the PC has booted it will be necessary to select the scanner manually before scanning can begin.

- To set up the scanner, select **Program Options** under the **Election** pull-down menu. *(Figure 13-10)*

![Figure 13-10: Election menu](image)

*Figure 13-10: Election menu*

- Select the **Scanner Setup** tab in the **Program Options** window *(Figure 13-11)*.

  - from the list in the **Scanner Setup** window left-click onto the scanner name and model number of the scanner used for this process

  - Be sure to check the **Disallow Duplicate Ballots** and the **Disallow Incomplete Ballots** boxes. Do not check the **Landscape mode, letter size** box.

  - Left-click on **Save** button when finished.

![Figure 13-11: Scanner Setup tab in the Program Options window.](image)

*Figure 13-11: Scanner Setup tab in the Program Options window.*
6. Scanning The Ballots

- Before scanning can begin several reports from Ballot Now must be printed for auditing purposes.
- Left-click on the Reports menu *(Figure 13-12)*.
- From the pull-down menu print the following reports:
  - Election Report
  - Election MBBs
  - Scanned Ballots (By Batch) *(Figure 13-13)*
  - Resolve Status
- When opening the MBB all reports should have all zeros.
  - If there are any numbers on the report beside zeros see the Ballot Now Supervisor.

*Figure 13-12: Reports Menu*
*Figure 13-13: Reports menu with Scanned Ballots sub-menu*
From the Scan menu, select Scan Ballots (Figure 13-15)

In the Scan Ballots window (Figure 13-16) verify the following:

- The Election is correct
- The Date and time
- The Ballot Source
- The Scan Batch ID

If any of the information is incorrect, make the corrections in the appropriate menus before scanning.

Once all information is verified, left-click on Start Scan.

NOTE: The paper is loaded correctly if the cut corner of the ballot paper is on the left side of the page.

The Ballots should now be stacked in batches of 50 and ready for scanning. Load the first batch of ballots face up onto the scanner loading dock (Figure 13-14).

The Ballots should now be stacked in batches of 50 and ready for scanning. Load the first batch of ballots face up onto the scanner loading dock (Figure 13-14).

NOTE: The paper is loaded correctly if the cut corner of the ballot paper is on the left side of the page.
NOTE: While scanning the ballots the Scan Batch # window will show the progress of the scan (Figure 13-17).

- When the batch has been completely scanned the Scan Complete: Batch # window will appear (Figure 13-18). The operator will verify the following:
  - **Pages Processed**: this number shows the total number of pages scanned in the batch. This includes the front and back side of each ballot.
  - **Ballots Accepted**: this number indicates the total number of ballots accepted by the Ballot Now software.
  - **Ballot Pages Rejected**: this number shows the total number of pages rejected by the Ballot Now software.

- If any ballot pages have been rejected the operator needs to find the rejected ballots within the batch and place them at the front of the batch for rescanning. To find the rejected ballots left-click on the button for the Scan Batch Report (Figure 13-19). After reviewing the batch, left-click on the button.
To find the rejected ballots, look under the **Status** column on the **Scan Batch Report** (Figure 13-19). Find the serial numbers of the ballots that were rejected and move those ballots to the front of the batch and rescan the entire batch.

**Scan Batch Report - Unofficial Test**

Sample County General - Sample County - 11/7/2006

<table>
<thead>
<tr>
<th>Batch Notes:</th>
<th>Batch 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Image</strong></td>
<td><strong>Precinct</strong></td>
</tr>
<tr>
<td>1</td>
<td>1004</td>
</tr>
<tr>
<td>2</td>
<td>1004</td>
</tr>
<tr>
<td>3</td>
<td>1005</td>
</tr>
<tr>
<td>4</td>
<td>1005</td>
</tr>
<tr>
<td>5</td>
<td>1005</td>
</tr>
<tr>
<td>6</td>
<td>1005</td>
</tr>
<tr>
<td>7</td>
<td>2001</td>
</tr>
<tr>
<td>8</td>
<td>2001</td>
</tr>
<tr>
<td>9</td>
<td>2001</td>
</tr>
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<td>10</td>
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<td>14</td>
<td>2002</td>
</tr>
<tr>
<td>15</td>
<td>2002</td>
</tr>
<tr>
<td>16</td>
<td>2003-2003-A</td>
</tr>
<tr>
<td>17</td>
<td>2003-2003-A</td>
</tr>
<tr>
<td>18</td>
<td>2003-2003-A</td>
</tr>
<tr>
<td>19</td>
<td>2003-2003-A</td>
</tr>
<tr>
<td>20</td>
<td>1001</td>
</tr>
<tr>
<td>21</td>
<td>1001</td>
</tr>
<tr>
<td>22</td>
<td>1001</td>
</tr>
<tr>
<td>23</td>
<td>1002</td>
</tr>
<tr>
<td>24</td>
<td>1002</td>
</tr>
<tr>
<td>25</td>
<td>1002</td>
</tr>
<tr>
<td>26</td>
<td>1002</td>
</tr>
<tr>
<td>27</td>
<td>2002</td>
</tr>
<tr>
<td>28</td>
<td>2002</td>
</tr>
</tbody>
</table>

**Batch Summary Data**

- Total Ballots Accepted: 6
- Images Rejected: 16

**Figure 13-19: Scan Batch Report** window showing that the scan batch contained re-
• Before rescanning the batch, close the Scan Batch Report window and left-click the Cancel button on the Scan Complete: Batch # screen (Figure 13-18). Repeat the scanning process with the rejected ballots on top of the batch.

• If the Scan Batch Report (Figure 13-19) still shows rejected ballots, remove those ballots from the batch and set aside for the BNM to run the duplicate ballots procedure.

• Rescan the batch with the rejected ballots removed.

• When rescan is complete, left-click on the Review button on the Scan Complete: Batch # window for a new Scan Batch Report.

• Print the report (Figure 13-20).

• If there are no rejected ballots after rescanning the batch then left-click on the Save button on the Scan Complete: Batch # window.

• The operator will log the total number of accepted ballots scanned in each batch onto the Scanning Log Sheet (see image 3, appendix X, page ??). Do NOT count rejected ballots that have been removed from the batch in this total.

• Place the following documents on top of the scanned batch in this order:
  - Cover sheet with pre-printed batch number
  - Printed Scan Batch Report
  - Plasti-band the batch with the documents listed above and place it in the storage tub.
  - Repeat this process for remaining batches.
**Steps for: Resolving Ballots**

After an entire storage tub of ballots has been scanned it is necessary to resolve the ballots and record the cast votes to the MBB.

1. About this procedure:

   - Resolving ballots requires two people of differing political parties at all times during the resolution process.

   - The Ballot Now software will “read” the scanned voted ballots and record each vote cast by the voter. The software will often come across situations requiring human interaction to assist the software in order to “resolve” the ballot.

     * Many voters will vote for more than one candidate in a given contest; this action is known as an "Overvote".

     * Also, voters can choose to not vote in a contest for any number of reasons. A contest without a recordable vote cast is known as an “Undervote”.

     * The operators may be called upon to make a judgment known as “Voter Intent” when the ballot is not marked clearly enough for the software to make a determination. It is vitally important the “Voter Intent” judgment be made with unanimous approval of both operators and/or the BBM supervisor (if necessary).

     * Examples of “Voter Intent” situations:

       ◊ Voter does not mark ballot clearly enough for software to read.

       ◊ Voter changes their mind after marking one candidate; this is often evidenced by voter scratching through original vote and marking intended candidate.

       ◊ Voter votes straight party then votes for a candidate of the opposing party.

     * These are just some examples of “Voter Intent” judgment calls the operators will be called upon to make. Clearly, the highest measure of integrity is needed for this process.
To resolve the ballots left-click on the **Resolve** menu. Left-click on **Resolve** on the pull-down menu.  

*Figure 13-21*

2. The **Resolve Ballot** window will open *(Figure 13-22)*. The operator will check the **Unresolved Contest, Overvoted Contest, Write-in Contest, Damaged Contest** and **Blank Ballot** boxes under the **Unresolved Ballot Status** section of the **Ballot Filter** tab. The rest of the boxes on this page will be unchecked.

3. Under the **Autoresolve Tab** *(Figure 13-23)*, uncheck all three boxes under this tab.

4. Return to the **Ballot Filter Tab** and left-click on the **button**.

*Figure 13-22: Resolve Ballot Window*

*Figure 13-23: Autoresolve Tab*
5. The Ballot Now software will read the ballots through the check-marked filters under the **Unresolved Ballot Status** column (*Figure 13-24*).

6. The **Selection Tree Area** will display and mark the ballots scanned by the software. All ballots will be marked with a flag prior to the operators checking them.

7. All resolved ballots will be marked with a flag indicating no other action is required for that ballot.

8. To check a ballot, simply double-click on the ballot to be viewed in the **Selection Tree Area**.

*Figure 13-24: Resolve Ballot window with filters check-marked in the Ballot Filter*
9. The ballot to be viewed will appear in the Ballot View Area in the **Resolve Ballot** window.

10. The icon next to the ballot being viewed will change to in the **Selection Tree Area** (Figure 13-25).

11. Each reviewed ballot will be marked with the “locked” icon indicating it has been “locked”
12. The Ballot Now software will color the ballot according to color code (*Table 13-1*) to indicate what action needs to be taken by the operator in order to resolve the ballot.

<table>
<thead>
<tr>
<th>Ballot View Items</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Ballot Now software uses a color code system to identify the various issues to be resolved by the BBM Operators. The color-code system is as follows:</td>
<td></td>
</tr>
<tr>
<td>♦ Yellow - Indicates an undervoted contest.</td>
<td>♦ Orange - Indicates an overvoted contest.</td>
</tr>
<tr>
<td>♦ Orange - Indicates an overvoted contest.</td>
<td>♦ Aqua - Indicates a write-in contest.</td>
</tr>
<tr>
<td>♦ Aqua - Indicates a write-in contest.</td>
<td>♦ Avocado - Indicates a damaged contest.</td>
</tr>
<tr>
<td>♦ Avocado - Indicates a damaged contest.</td>
<td>♦ Teal - Indicates a protected contest.</td>
</tr>
<tr>
<td>♦ Teal - Indicates a protected contest.</td>
<td>♦ Green - Indicates a resolved or confirmed contest.</td>
</tr>
</tbody>
</table>

*Table 13-1: Ballot Now Color*

13. The operators will examine each color coded ballot in each batch and make their resolution determination. If there is any question as to what action to take contact the BBM Supervisor.

14. A detailed explanation on how to resolve ballots using the Ballot Now software can be found in the *Ballot Now Operations Manual* in Chapter 7: Resolve Scanned Ballots (pgs 139 -173). All questions will be directed to the Ballot Now Supervisor.

15. Resolve each tub until all ballots are scanned and resolved.
Steps for: Recording the votes

1. When one storage tub of ballots has been scanned and resolved, the operator will need to save the Cast Vote Records (CVR) onto an MBB card.

2. To save CRVs onto an MBB card, left-click onto the Write CVRs menu. From the pull-down menu left-click onto Write Cast Ballots to MBB (Figure 13-26).

3. The batches to be saved onto the MBB will be listed on the Write Cast Ballots to MBB window (Figure 13-27).

4. The operator will verify there are no unresolved or locked ballots before writing batches to the MBB. If there are any unresolved ballots listed, left-click on the button and follow the resolving procedures.
5. When all ballots have been verified “resolved”, left-click on the `Select All` button. This action will check-mark all the batches to be saved onto the MBB card (Figure 13-28).

![Write Cast Ballots to MBB](image)

<table>
<thead>
<tr>
<th>Batch</th>
<th>Election Source</th>
<th>Ballots</th>
<th>Resolved</th>
<th>Unresolved</th>
<th>Locked</th>
<th>Not Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Batch 1</td>
<td>Absentee</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>✓ Batch 2</td>
<td>Absentee</td>
<td>5</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>✓ Batch 3</td>
<td>Absentee</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>✓ Batch 4</td>
<td>Absentee</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Figure 13-28: Write Cast Ballots to MBB** window with batches checked for writing to MBB.

6. Left-click on the `Set Source` button. The **Select Election Source** window will open (Figure 13-29).

   - Select “**Absentee**” from the list in this window.
   - Left-click on the `OK` button.

7. Left-click on the `Write To MBB` button on the **Write Cast Ballots to MBB** window.

![Select Election Source](image)

**Figure 13-29: Select Election Source** window
8. As the CVRs are written to the MBB the CVR Operations Status Report window opens (Figure 13-30). This window shows the progress of the saving process.

9. The operator will reconcile the Total number of CVRs written to MBB with the totals on the Scanned Ballots Log Sheet.

   - If the numbers on the log sheet do not match the number on the Total number of CVRs written to MBB contact the BNM immediately.

10. Record the total number of batches scanned and total number of CVRs written to MBB onto the batch cover sheet (Figure 13-30).

11. When saving process is completed, left-click on the OK button.

**Steps for: Closing the MBB**

1. Insert the token into an open USB port on the PC.

2. On the main Ballot Now window left-click on the Admin menu and select Close MBB (Figure 13-31).

3. The Close MBB window will open. Left-click on the Yes button (Figure 13-32).
**Steps for: Printing Reports**

1. From the main Ballot Now window left-click on the **Reports** menu (*Figure 13-33*).

2. From the pull down menu left-click on the **Election MBBs** and the **Scanned Ballots (By Batch)** reports.

3. When all reports have printed insert the following documents and materials in the plastic sleeve (provided by the BNM):
   - Cover sheet
   - All printed Ballot Now reports
   - The MBB

4. If all tubs have been scanned, resolved and written to the MBBs, close out Ballot Now.

5. Place plastic sleeve with all materials in the tub.

---

*Figure 13-33: Reports*
Harris County’s Duplicating Ballot Process

Harris County Duplicate Paper Ballot Software Process

Step 1: **Printing duplicate ballots**

Scan the top left barcode of all original ballots into the database. This will generate a file to export/import into Ballot Now. Save to a thumb drive and introduce the thumb drive to Ballot Now for printing. All duplicate ballots will print in the same order as scanned.

Step 2: **Duplicating serial number labels for ballots and Duplicate Report**

Scan top & bottom barcodes on the left side of the original & duplicate ballots. Two labels will print out (see reverse for sample). Place the original label on the original ballot and duplicate label on the duplicate ballot. The ballot precinct and serial numbers are captured on a report which can be printed (see reverse for sample).

Step 3: **Duplicating paper ballots**

- Two clerks are needed to duplicate ballots
- Barcodes are scanned, labels printed and placed on ballots prior to this process
- Both clerks will verify serial number and precinct number on labeled ballots to the printed report
- One clerk will say the voter’s choice of candidate’s name and the other clerk will mark the ballot accordingly
- Ballots are verified by another team to ensure accuracy of duplication
- Ballots are kept in two stacks and the duplicated stack is read into Ballot Now

**Items needed:** Harris County software, label printer, scanner, pc & printer
Early Voting Nightly Reconciliation

- Each EV site calls in to report the Access Code Report information for each JBC:
  - # of Access Codes Issued
  - # of Access Codes Voted
  - # of Access Codes Canceled
  - # of Access Codes Expired
- Additional information received
  - # of Provisional Ballots processed
  - # of total signatures
- The information is entered into a File Maker data base
- A report is printed from VEMACS that indicates the number of voters checked in for each site
- The VEMACS number is compared to the:
  - # of Access Codes Voted
  - # of total signatures
- Differences are reconciled by comparing
  - # of canceled booths
  - # of Provisional Ballots
  - # of expired codes
<table>
<thead>
<tr>
<th>TUB #</th>
<th>Ballots Scanned</th>
<th>BN #</th>
<th>Ballots Scanned</th>
<th>BN #</th>
<th>Fed Ballots Scanned</th>
<th>BN #</th>
<th>Fed Ballots Scanned</th>
<th>BN #</th>
<th>Email Ballot Scanned</th>
<th>BN #</th>
<th>Multiple Ballots</th>
<th>Empty Carrier Envelopes</th>
<th>Entity Ballot</th>
<th>Accepted by EVBB</th>
<th>Total Not In Tally</th>
<th>Ballots Scanned for Tally Total</th>
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</tbody>
</table>
1. Create an excel spreadsheet with the following abbreviated column names:
   a. Pct.
   b. Scanned from PB
   c. Cast Votes
   d. Prov.
   e. Diff.
   f. Misc.
   g. Sigs. Missing
   h. Manually Entered
   i. Expired
   j. Cancelled
   k. RID’s
   l. Reconciled By
   m. Notes

2. Format all cells to “text”

3. In the column labeled “Precinct” copy and paste the list of home precinct numbers from the most recently saved file found on the N Drive. Example: N:\2017\May Elections\Polling Locations\May 2017 Joint Election Polling Locations V9 033017.xlsx

   a. For Joint Elections check to see if any districts need to be done at a priority time frame and mark those precincts with a different cell color like shown in this example

4. Next copy the Cast Vote and Provisional numbers into column “C & D”. Cast Votes and Provisional totals will be generated by Coding Staff to include the number regular and provisional votes cast by each home precinct. Early voting numbers will not be included in these numbers and neither will mail ballots received for each precinct.

5. In column E you will need to enter a formula to calculate any differences of what was scanned in the poll book versus the number of Cast Votes on Election Day and any “Manual Entries” you may need to enter. The formula to be used is:

   \(=C2-B2-H2\) which translates to \(=\text{Cast Votes} - \text{Scanned from Poll Book} - \text{Manually Entered}\)

   a. Copy the formula for every precinct on the spreadsheet
Paper Poll Book Reconciliation – Prepare Spreadsheet

6. As poll books are being scanned completed scan totals will be updated in Vemacs. Use the “Poll Book Scan Audit (by Poll Code) report in the Voters section to run a report. Before running report select the current election into the “Election Code – Subcode” field and enter those totals into column B.

   a. This report will have to be ran multiple times as the poll books are being scanned. Final confirmation on completed precincts scanned will be when paperwork from scanning is turned in and received.

   i. Scan totals can also be confirmed from the “Poll Book Scan Numbers Spreadsheet” that is updated as precincts are completed and is shared on the network.

7. Enter in the “Scanned from PB’s” numbers into column “B”. After entering these numbers your spreadsheet will now show if any of your precincts are missing voters, voters that need to be added or if the precinct is balanced.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PCT</td>
<td>Scanned from PB’s</td>
<td>Cast Votes</td>
<td>Prov</td>
<td>Diff</td>
</tr>
<tr>
<td>2</td>
<td>0123</td>
<td>86</td>
<td>85</td>
<td>1</td>
<td>-1</td>
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<td>0126</td>
<td>91</td>
<td>95</td>
<td>4</td>
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</tr>
</tbody>
</table>

Reconciler will need to find voters to remove
This precinct is balanced but needs to be confirmed
Reconciler will need to find four voters to added

8. Once the “Difference” is calculated a “Reconciliation Cover Sheet” is created. The top portion is filled in with details from the spreadsheet. (Precinct Number, Scanned from Poll Book, Total Cast Votes, Provisionals and the Difference) At this time we will print “Voters scanned from Pollbook” report from VEMACS and along with the Scanned voters by page, Poll Book Scan Counts for Poll Code and any omissions lists that were turned in are added to the cover sheet.

9. Next the book will be sent to a team who will pull all the material needed to reconcile the precinct. They will mark the cover sheet with the items that they have made copies of and staple them to the back of the coversheet packet.
Paper Poll Book Reconciliation – Prepare Spreadsheet

10. Once all copies are added to packet it will be checked out to a clerk to reconcile the precinct. A record will be kept on a sign out sheet of who has which precinct and crossed off when the packet is returned.

11. When the packet is returned any results will be reviewed with the clerk who reconciled the precinct and a determination will be made to either add voter history or remove it based on the facts found in the paperwork. The results will then be added to the reconciliation spreadsheet in the appropriate fields to “Balance” the precinct. Depending on the situation the precinct may need to be “Re-Reconciled” to further balance the precinct. Certification numbers for any voters added or removed from the precinct will also be added to the “Notes” section of the reconciliation spreadsheet with an explanation of why the change was made.

12. Once all precincts have been reconciled the Ballot By Mail Director is notified to run the appropriate files in VEMACS.

13. As precincts are completed they will be filed in numerical order and then sent for scanning. Once scanning is complete and no further changes need to be made the precinct paperwork is sent to ETC for storage for the appropriate allotted time based on the type of election.
Reconciliation Instructions

**Election:** [Title and Date of the Election]

**Name:** [Your Name and Partner (if applicable)]

**Precinct:** [Precinct Number of Poll Book Assigned to you]

The Following information in red should never be changed on Reconciliation sheet. If there is a discrepancy please notify Crystal for further instructions.

**Scanned From Poll Book:** [Total number of signatures recorded during the Poll Book Scanning Process]

**Total Cast Votes:** [The number of votes recorded from the JBC on Election Day]

**Provisionals:** [The number of Provisional Voters recorded from the JBC on Election Day]

**Difference:** [The number of Voters that should be removed (-) or added to equal the number of votes recorded on the JBC on Election Day]

Before receiving the reconciliation package, the following information will be previously gathered and attached:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Access Code</th>
<th>White JBC Tape</th>
<th>Pink JBC Tape</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Close Poll Tapes</td>
<td>Summary</td>
<td></td>
<td></td>
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<tr>
<td>2. Cancelled Booth Log</td>
<td># of Provisionals</td>
<td></td>
<td></td>
<td></td>
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<td>3. JBC Reconciliation Log</td>
<td>Access Codes Issued</td>
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<tr>
<td>4. List of Provisionals</td>
<td>Access Codes Voted</td>
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<td>5. Poll List (on Legal size Paper)</td>
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<td></td>
<td>Cancelled</td>
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There will be a check mark next to all items included in the package. If there is an item unchecked, the item was not included in the Election Day envelope.

A copy of the close polls tapes is included in the reconciliation packet. Write the totals from the correct tapes on the reconciliation paper.

There will be a check mark next to all items included in the package. If there is an item unchecked, the item was not included in the Election Day envelope.

Complete the all of the following steps in order to completely reconcile the Poll Book:

- [ ] Compare the printed list of names scanned to the Poll List
- [ ] Compare the printed list of names scanned to the Poll Book
- [ ] Unscan all Provisionals

**Note:** The entire Poll Book must be reconciled completely. Add all voters that need to be added and remove all voters that should be removed regardless of the "Difference".

**INCLUDE A CERTIFICATE NUMBER WITH ALL VOTERS LISTED BELOW**

**Total Number of Voters on the Omissions List:** _____

A. List any Voters from the Omissions list that need to be voted. (Do not include any voters that voted a Provisional Ballot):

All voters on the Omissions list, that can be located with a certificate number, must be voted.

**Total number of Provisional Ballots with a Ballot Code:** ______

B. List any Provisional Voters without a Ballot Code that need to be voted:

In order to locate the Provisional Voters without Ballot Codes, you must look at the Provisional Affidavits in the Provisional Envelope.

**Total Number of Voters on the Poll List:** ______

C. List any voters on the poll list who did not sign the poll book that need to be voted. (Check if they filled out an SOR and print out a copy)

To determine if the voter filled out an SOR, go to the following link on your computer:

R:\Election Year\Election Date\Green Envelopes - ED SOR’S

**Total Number of Voters that filled out a RID:** ______

D. List any Voters that filled out a RID and were not scanned in or need to be voted (attach copy of any RID used)

To determine if the voter filled out an RID, go to the following link on your computer:

R:\Election Year\Election Date\RIDS ED

**Total number of voters scanned in error that needs to be removed:** __________

E. List any voters that were scanned in error or were canceled on the Poll List or Booth Log

Example: Voters that were scanned who signed in the wrong place, Voters who did not sign poll list nor poll book but were still scanned.

**Miscellaneous (Example: List any voters that do not have a profile that need to be give voter history)**

Any voter written in this section must have a brief reason why.
Joint General and Special Elections November 5, 2019

Tally Script

No Write-ins

1:00

- Pre-Election L&A 2
  - Check date and time-Computer and clock
  - Sign Log
  - Load database in Test Mode for Pre-Election L&A (L&A 2) Live and Limited
  - Print and save Zero Cumulative Reports—Live and Limited

- Add Certified Write-ins into Tally
  - Read Absentee and EV in Person into its Db
  - Include Provisionals for Db

- Move over acceptable Write-ins

- Verify correct count—ABS, EV, Ballots Read and Accepted and Pcts. Reporting
  - Print and save Cumulative Reports

- Compare Cumulative Reports to the Cumulative Reports from the Public L&A Test (L&A1)

- Back up Tally Databases and name as L&A2 Live or Limited
  - Sign Log and seal everything pertaining to L&A.
  - Seal Reports in container and return to vault

2:00

- Early Voting In-Person
  - Load Live Databases Election mode for Live and Limited
  - Open Live and Limited Election databases
  - Print and save Zero Cumulative Reports—
    - Add Certified Write-ins into Tally

- Export and save EDX file 0 Results from all Db’s for Fusion to set up Election in Fusion
  - Read Early Voting In-Person Mbb’s into Tally Live, (Always check to make sure Mbb count is going up as you read each card) comparing Seal Certificate CVR’S to CVR’S read
  - Count Mbb’s for Verification of Correct number of cards to have been read

- View Provisional Ballots Tab to determine correct # of Provisionals to report to the SOS

- Create Provisional Export and Provisional Report of EV for Aracely C.

- Create EDX file and an Unconsolidated Total Detail once all EV Mbb’s have been read

- Back up Tally Database name as EV only

Absentee

- Read Mail Ballots from Sylvia C. into Tally Test PC and compare results to the provided reports
- Read Absentee Mbb’s into Live comparing Ballot Now CVR’S on Report to CVR’S Read
- Count Mbb’s for Verification of Correct number of cards and CVR’s to have been read

- UnConsolidate Election

- Create Unconsolidated Total Detail, EDX-EVABS for Anh and Fusion

- Consolidate Election

- Back up Tally Database and name as EVABS only

If Fusion is to be used, follow the process below:

- Take Live Tally Db and EDXEVABS 0 and import into Fusion in preparation of combining Live Tally Db and Limited Db.
- Read all Limited Db Mbb’s from Sylvia C. into the Limited Tally Db
- Create Final EDX file for Limited Db and import results into Fusion

- You must check the numbers after 7:00 pm once you Print the Limited Db Cumulative Report and then compare numbers to Fusion.

- Back up Limited Db
5:00

Make sure to get the JBC Replacement Report from Frank M.

Get an Accurate count of ABS, EV, ED and EV/ED Replacement Mbb’s so we have the total number of Mbb’s to be expected to be read into Tally.

Verify number of Provisionals

Verify CVR’s, Provisionals and Mbb card count to verify Cumulative Report will reflect accurate results

7:00

Election Night

Print and save Cumulative Reports for copies to be made
Release Early Voting Cumulative Reports to Media and Anh @ 7:00

*(For each Cumulative Report created and printed:******UnConsolidate Election
Create Unconsolidated Total Detail, EDX for Anh and Fusion for each Cumulative Report that is to be generated
Consolidate Election)**

Provide a copy of 7:00 Cumulative and current Provisionals to Hector/Teneshia for updating the SOS Officers will transport from the 10 specified Harris County Drop Off locations a sealed container with an estimated 35 Polls’ Mbb’s to the Harris County Administration Building located at 1001 Preston Street Houston, Texas 77002 and delivered to Harris County Elections Clerks for reading into Tally in Central Count.

This process will continue until All Polls Mbb’s have been delivered to Central Count.
Periodically/estimated every hour, print and save Cumulatives and Polling Place Status Report for Media and Anh as requested by Mr. Winn.
Repeat reading of Mbb’s and printing Cumulative Reports until all Polls have reported with all Mbb’s Run Mbb polling place status Report with # of Mbb’s look 1’s for missing JBC’s and 3’s for added or Replacement JBC’s.

Work with the Presiding Judge and move over the Certified/Accepted Aliases Write-ins
Print and save Final Live Tally Unofficial Cumulative Reports.
Provide Final Live Tally EDX to be used to produce Final Unofficial Fusion Reports for Election night.
Import Final Live Tally Db into Fusion. Print Fusion Cumulative Reports. Add Cumulatives from Live and Limited to compare results to Fusion Final Unofficial Cumulative Report.
Print 1 Excluded Ballot Status Report From Tally for Aracely C..
Give Total # of Provisionals to Teneshia/Hector to report to the SOS.

Print 1 Excluded Ballot Status Report and Provisional Export (Sorted) --- Silvia Carreon put in Vault.
Create Unofficial Landscape N: Unofficial Reports—email Outreach a copy
Unconsolidated Total Detail N: Unofficial Reports ---Jonathan D

***Consolidated*** Total Detail N: Unofficial Reports ---Jonathan D
Provisional Export N: Unofficial Reports ---Jonathan D

Back up Tally Databases name as ABSEVED Live/ EVED Limited