

**FILED FOR RECORD**

8/7/2018 9:00 AM

Dana Debeauvoir - County Clerk, Travis County, TX

**TRAVIS COUNTY PURCHASING OFFICE**



**VOTING SYSTEM AND SERVICES  
AGREEMENT**

*BETWEEN*

**TRAVIS COUNTY, TEXAS**

*AND*

**ELECTION SYSTEMS & SOFTWARE, LLC**

*PURSUANT TO*

**REQUEST FOR PROPOSAL # P1711-001-LC  
ISSUED NOVEMBER 6, 2017**

**CONTRACT No. 4400003924**

Calibrating the Touch Screen while the Polls are Open .....	26
Access Code Bypass .....	28
Logic & Accuracy Testing (Testing the Election) .....	29
Opening the Polls .....	29
Scanning Ballots .....	32
Blank and Undervoted Ballots .....	32
Overvoted Ballots .....	33
System Messages and Errors .....	34
Precinct Selection.....	34
Scanning ExpressVote Cards .....	34
Paper Ballots .....	35
Override Ballot Rejection.....	37
Viewing Ballot Information .....	38
Shutting Down the DS200 without Closing the Polls.....	39
Opening the DS200 when the Polls are Open .....	42
Closing Polls .....	44
Reviewing Write-In Votes .....	46
Printing Write-In Reports.....	48
Clearing the Logic & Accuracy Test Results .....	49
Powering Down.....	51
Appendix A - Scanner .....	52
Cleaning the Scanner .....	52
Marking Write-in Ballots.....	54
Replacing the Write-in Stamp.....	54



Attaching the DS200 to the Ballot Box .....	55
Appendix B – Ballot Box .....	58
Cleaning the Ballot Box .....	58
Opening the Ballot Tote Bin .....	60
Closing and Removing the Ballot Tote Bin .....	62



*Please contact Hardware Support with any questions at 1-877-ESS-VOTE Option 4, Option 1, or email [Hardware@essvote.com](mailto:Hardware@essvote.com)*



**REFERENCE:** This guide is used as a quick start method for using the DS200 Precinct Scanner. Additional details about the use of this machine can be found in the Standard Operation Guide via your portal at <http://www.essvote.com/portal>.





# DS200™ Precinct Scanner

## Poll Worker Manual

EVS 5.2.2.0

Firmware 2.12.2.0



## Table of Contents

Overview of the DS200 .....	5
Training Description .....	5
Training Objectives .....	5
Symbols Used in this Manual .....	5
Recommended Supplies .....	6
Ballot Box .....	6
Auxiliary Bin .....	7
Main Ballot Bin .....	7
Wheel Locks .....	8
Power Cord Door .....	8
DS200 Scanner .....	9
Charging the Scanner's Battery .....	10
Power Indicator Light .....	11
Starting the DS200 Scanner .....	12
Replacing the Printer Paper .....	13
Screen Icons .....	14
Configuration Report .....	15
Ballot Status Accounting Report .....	16
Opening the Polls .....	17
Scanning Ballots .....	18
Blank and Undervoted Ballots .....	19
Overvoted Ballots .....	19
System Messages and Errors .....	20





Precinct Selection.....	21
Scanning ExpressVote Cards .....	21
Paper Ballots .....	22
Viewing Ballot Information .....	24
Closing Polls .....	25
Reviewing Write-In Votes .....	27
Printing Write-In Reports.....	29
Powering Down.....	30
Appendix .....	31
Opening the Ballot Tote Bin.....	31
Closing and Removing the Ballot Tote Bin.....	33



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**REFERENCE:** This guide is used as a quick start method for using the DS200 Precinct Scanner. Additional details about the use of this machine can be found in the Standard Operation Guide via your portal at <http://www.essvote.com/portal>.





# ExpressVote<sup>®</sup>

## Administrator Manual

EVS 5.2.2.0

Firmware 1.4.1.2



## Table of Contents

Overview of the ExpressVote® .....	5
Training Description .....	5
Objectives.....	5
Symbols Used in this Manual.....	5
Recommended Supplies .....	6
Preparing the ES&S ExpressVote .....	7
ExpressVote Components.....	8
Access Compartment .....	9
Preparing the ExpressVote for Voter Use.....	10
Checking the Scanner's Battery .....	12
Battery Status Screen .....	13
Setting the Time Zone, Date and Time .....	14
Setting the Time Zone.....	14
Setting the Date .....	15
Setting the Time.....	16
Calibrating the Touch Screen .....	16
To Clear and Initialize.....	18
Loading an Election .....	20
Testing the Election Media .....	21
Searching for a Precinct .....	22
Searching by Precinct ID .....	22
Vote Card Using the Touch Screen .....	24
Writing in a Candidate Using the Touch Screen .....	27



Using an Assistive Technology Device .....	28
Writing in a Candidate with the Keypad .....	29
Printing the Operations Log.....	30
Powering Down and Storing the ExpressVote .....	32
APPENDIX .....	33
Additional Main Menu options .....	33
Eject Card .....	33
Polling Place Information.....	34



*Please contact Hardware Support with any questions at 1-877-ESS-VOTE Option 4, Option 1, or email [Hardware@essvote.com](mailto:Hardware@essvote.com)*



**REFERENCE:** This guide is used to help customers quickly acclimate to the ExpressVote Universal Voting System. Additional details about the use of this machine can be found in the Standard Operation Guide via the customer portal at <http://www.essvote.com/portal>.







# ExpressVote<sup>®</sup>

## Poll Worker Manual

EVS 5.2.2.0

Firmware 1.4.1.2



## Table of Contents

Overview of the ExpressVote® .....	4
Training Description .....	4
Objectives.....	4
Symbols Used in this Manual.....	4
Recommended Supplies .....	5
Preparing the ES&S ExpressVote .....	6
ExpressVote Components.....	7
Access Compartment .....	8
Preparing the ExpressVote for Voter Use.....	9
Voting on the ExpressVote.....	10
Searching for a Precinct .....	12
Searching by Precinct ID .....	12
Vote a Card Using the Touch Screen.....	14
Writing in a Candidate Using the Touch Screen .....	17
Using an Assistive Technology Device .....	18
Writing in a Candidate with the Keypad.....	19
Powering Down and Storing the ExpressVote .....	20
APPENDIX .....	21
Eject Card .....	21
Calibrating the Touch Screen .....	22



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**REFERENCE:** This guide is used to help customers quickly acclimate to the ExpressVote Universal Voting System. Additional details about the use of this machine can be found in the Standard Operation Guide via the customer portal at <http://www.essvote.com/portal>.





# **DS450<sup>®</sup> Central Tabulator**

## **Administrator Manual**

**EVS 5.2.2.0**

**Firmware 3.0.0.0**

**ERM 8.12.1.1**



## Table of Contents

Overview of the DS450 .....	6
Training Description .....	6
Training Objectives .....	6
Symbols Used in this Manual .....	6
Recommended Supplies .....	7
DS450 Set Up .....	8
Preparing the Scanner for Use .....	9
Getting Started .....	11
The Setup Screen .....	12
Clearing and Initializing the DS450 .....	12
Loading the Election .....	14
Screen Details .....	16
Menu Screens .....	18
Scanning Menu .....	18
Election Menu .....	18
Reports Menu .....	19
Hardware Menu .....	20
Setting Date .....	21
Setting Time .....	23
Setting the User Access .....	26
Screen Calibration .....	28
Bin Sorting .....	29
Processing Mode .....	32





Batch/ Bin Reporting.....	34
Running a Zero Report .....	36
Ballot Management .....	37
Removal and Unfolding of Ballots .....	37
Inspection.....	37
Tears and slices .....	37
Damaged, Missing Timing Marks or Code Channel .....	38
Smudge, Smears, Stains or Foreign Material.....	38
Back-Bending Individual Ballots.....	38
Crimps, Stair-Steps, or Irregular Folds .....	39
Damaged Top or Bottom Edge.....	40
Preparing Ballot Stacks .....	41
Back-Bending Stacks of Ballots .....	41
Edge Inspection.....	42
Top and Bottom Edge Inspection.....	42
Side Edge Inspection .....	42
Avoiding Jams.....	43
Scanning Damaged Ballots.....	44
Adjusting the Bin Length .....	44
Scanning Ballots .....	45
Scan Ballots Menu.....	46
Managing Saved Batches .....	48
Saving the Current Batch .....	49
Add Ballots to a Saved Batch .....	50



Deleting the Current Batch .....	51
Deleting a Saved Batch .....	53
Restoring a Deleted Batch .....	55
Ballot Tracking to Recover Ballot Jams .....	57
Reports.....	62
Results Report.....	62
Batch/Bin Reports.....	63
Accessing the Bin Reports.....	64
Precincts Processed Report .....	66
Exporting Data .....	67
Exporting Results .....	68
Exporting Files.....	70
Clearing All Results.....	72
Clear A Precinct's Results.....	75
Locking the Scanner .....	78
Shutting Down the Scanner .....	80
APPENDIX.....	82
Inspecting and Cleaning the Scanner.....	82
Scan Screen Sort Option .....	82
Backing Up Results.....	84



*Please contact Hardware Support with any questions at 1-877-ESS-VOTE Option 4, Option 1, or email [Hardware@essvote.com](mailto:Hardware@essvote.com)*



**REFERENCE:** This guide is used to help customers quickly acclimate to the DS450 Central Tabulator. Additional details about the use of this machine can be found in the Standard Operation Guide via the customer portal at <http://www.essvote.com/portal>.





# **DS450<sup>®</sup> Central Tabulator**

## **Poll Worker Manual**

**EVS 5.2.2.0**

**Firmware 3.0.0.0**

**ERM Version 8.12.1.1**



## Table of Contents

Overview of the DS450 .....	5
Training Description .....	5
Training Objectives .....	5
Symbols Used in this Manual .....	5
DS450 Set Up .....	6
Screen Details.....	7
Menu Screens .....	9
Scanning Menu .....	9
Reports Menu .....	9
Hardware Menu .....	10
Screen Calibration .....	10
Ballot Management .....	12
Inspection.....	12
Tears and Slices.....	12
Damaged or Missing Timing Marks or Code Channel.....	12
Smudge, Smears, Stains or Foreign Material.....	13
Back Bending Individual Ballots .....	13
Crimps, Stair-Steps, or Irregular Folds .....	14
Damaged Top or Bottom Edge.....	15
Preparing Ballot Stacks .....	15
Back-Bending Stacks of Ballots .....	16
Edge Inspection.....	17
Top and Bottom Edge Inspection.....	17
Side Edge Inspection .....	17
Avoiding Jams.....	18
Scanning Damaged Ballots.....	18





Adjusting the Bin Length .....	18
Ballot Options .....	20
Scan Ballots Menu.....	20
Saving the Current Batch .....	21
Managing Saved Batches .....	22
Add Ballots to a Saved Batch .....	24
Ballot Tracking to Recover Ballot Jams .....	25
Reports.....	31
Results Report.....	32
Batch/Bin Reports.....	33
Accessing the Bin Reports.....	34
Precincts Processed Report .....	36
Locking the Scanner .....	37
Shutting Down the Scanner .....	39



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**REFERENCE:** This guide is used to help customers quickly acclimate to the DS450 Central Tabulator. Additional details about the use of this machine can be found in the Standard Operation Guide via the customer portal at <http://www.essvote.com/portal>





# **Election Reporting Manager With Media Burning Only**

Firmware 5.2.2.0

Electionware 4.7.1.1

ERM 8.12.1.1



## Contents

Overview of the Election Reporting Manager (ERM) .....	5
Training Description .....	5
Training Objectives .....	5
Symbols Used in this Manual .....	5
Restoring an Election .....	6
Creating Media.....	7
Qualification Media .....	7
DS200 Election Media .....	8
DS850 Election Media .....	8
ExpressVote Election Media.....	8
AutoMARK Election Media .....	9
Reporting Key Media .....	9
Election Reporting Manager 8.12.1.1 .....	10
Create ERM from Reporting Key Media.....	11
Import and Process .....	13
Enter/Update Voter Registration.....	13
Keyboard .....	13
Import File - Primary .....	14
Import File – General .....	15
Updating Voter Registration via Update Election Results Manually Option .....	15
Report Setup and Printing .....	15
Precinct Reports .....	15
Precinct Summary (EL30).....	15
Precinct Summary Report-Group Detail (EL30A): .....	15
Election Reports .....	16
Election Summary Report (EL45).....	16
Election Summary-Group (EL45A) .....	16
Canvass Reports .....	16
Number Key Heading (EL52).....	16
Number Key – Statistics Only (EL52S).....	16



Log Reports.....	16
System Log (EL68A).....	16
Results Corrections Log (EL68) .....	16
The Selection Tab .....	17
The Headings Tab .....	17
The Options Tab .....	18
The Reporting Group Tab.....	20
The Print Which Groups Tab .....	20
Navigating within Reports.....	21
Display Menu .....	21
Scrolling by Contest.....	21
Run the Scrolling Contest Display .....	23
Process DS200 Results Manually .....	24
Process Central Count Results Manually .....	26
Confirm/Review results.....	27
Appendix A.....	28
Create custom reports that can be reused from election to election: .....	28
Appendix B .....	29
Add Users in Electionware.....	29
Appendix C .....	29
Restoring Elections with Saved Images .....	29



*Please contact Software Support with any questions at 1-877-ESS-VOTE Option 4, Option 2, or email [Software@essvote.com](mailto:Software@essvote.com)*



**REFERENCE:** This guide is used to help customers quickly acclimate to the Election Reporting Manager. Additional details about the use of this software can be found in the Standard Operation Procedures via the portal at <http://www.essvote.com/portal>.







# **Electionware**

## **Building Primary and General Elections**

EVS 5.2.2.0

Electionware 4.7.1.1

ERM 8.12.1.1

Toolbox 3.1.0.0



## Table of Contents

---

Introduction .....	7
How this Guide is Formatted .....	7
Icons used in this Guide .....	7
Getting Started.....	8
Open Electionware.....	8
Electionware Workspace .....	9
Navigator Pane.....	10
Output Pane.....	10
Manage > Setup Module.....	11
Types of Electionware Users.....	11
Add Users .....	11
Edit/Add a Jurisdiction - State and County Names.....	11
Define > Home Module.....	12
Create a New Election.....	12
Enter Election Information .....	12
Enter/Edit Election Options .....	13
Select Election Equipment .....	14
Proof/Edit Election.....	15
Import Election Data.....	15
Define > Capture Module.....	16
Add Languages .....	16
Create Language Groups.....	16
Enter Parties.....	17
Enter Precincts and Splits .....	18
Standard Reports .....	20
Custom Reports .....	20
Enter District Types.....	22
Enter District Names .....	22
Assign Precincts/Splits to Districts.....	23
Add Headings .....	24
Enter Contests.....	25
Enter Candidates.....	30
Enter Candidate Level Text (if needed) .....	31
Edit Question Responses .....	31
Generate/Add Poll Places .....	31
Assign Precincts to Poll Places .....	32
Add Ballot Sets .....	32
Generating Ballot Styles.....	33
Export Language Translations.....	33
Import Language Translations .....	33
Define > Element Library .....	34
Export AutoMARK System Translations Script.....	34



Import AutoMARK System Translations Script .....	34
Proof Missing AutoMARK System Translations Report .....	34
Export AutoMARK System Audio Script .....	34
Toolbox > Text to Speech .....	35
Create AutoMARK wav Files .....	35
Changing Tempo and Volume for All Audio Strings .....	35
Changing the Tempo and Language for Part of an Audio String .....	36
Define > Element Library .....	37
Import AutoMARK System Audio Recordings .....	37
Proof Missing AutoMARK System Audio Report .....	37
Export ExpressVote System Translations Script .....	37
Import ExpressVote System Translations Script .....	37
Proof Missing ExpressVote System Translations Report .....	38
Export ExpressVote System Audio Script .....	38
Toolbox > Text to Speech .....	38
Create ExpressVote wav files .....	38
Define > Element Library .....	39
Import ExpressVote System Audio Recordings .....	39
Proof Missing ExpressVote System Audio Report .....	39
Import DS200/AutoMARK/ExpressVote Election Header or Thank You Screen Graphic .....	39
Design > Paper Ballot .....	40
Create a New Document .....	40
Ballot Save and Save As .....	42
Undo/Redo .....	42
Ballot Setup .....	43
Ballot Graphics .....	44
Ballot Text .....	45
Font Substitution .....	45
Ballot – Multi Sheet Setup .....	46
Frames .....	46
Frame/Additional Criteria .....	49
Panels .....	49
Content .....	53
Style Sheets .....	54
Scan for Errors .....	56
Save and Finalize .....	56
Create PDFs .....	57
Generate BOD Data .....	59
Load Template .....	60
Save as Template .....	60
Load Template from File .....	60
Save Template to File .....	60
Design > Accessible Ballot .....	61



Export Ballot Audio Scripts .....	61
Create wav files .....	61
Import Ballot Audio Recordings .....	62
Proof Missing Ballot Audio Report.....	62
Validate Data.....	62
Format Contest Headings, Contests, Candidates and Ballot Style Names .....	62
Manage > Setup Module.....	63
Set Election Code Strength .....	63
Deliver > Configure Equipment.....	64
Enter Digital Scan Security .....	64
AutoMARK Security.....	64
The Election password is used to unlock the flashcard on the AutoMARK.....	64
Manage > Setup Module.....	64
Access Code Report .....	64
It is recommended to verify Access Code Report after entering passwords. ....	64
Deliver > Configure Equipment.....	64
DS200 Settings .....	64
Central Count Settings .....	67
ExpressVote Settings.....	67
AutoMARK Settings.....	68
Poll Tape Affidavit .....	69
Review Reports .....	70
Generate Election Data.....	70
Design > Accessible Ballot.....	70
Preview Accessible Ballots .....	70
Deliver > Package .....	70
Create Qualification Media .....	70
Create DS200 Election Media .....	71
Create Central Count Election Media .....	71
Create ExpressVote Election Media.....	71
Create AutoMARK Election Media .....	72
Create Reporting Key Media .....	72
Reset Election Media Status .....	72
Create Ballot on Demand Export (for Balotar /Pollbok/ExpressLink users) .....	73
Review Package Reports .....	73
ERM .....	74
Create ERM from xml File .....	74
Create Results Database .....	74
Import & Process Key Memory Device .....	75
Prepare the EMS Server for Central Count networking .....	76
Enter/Update Voter Registration.....	76
Using Keyboard .....	76





Using Import File .....	77
Update > Update Election Results Manually .....	78
Formatting and Printing Reports .....	79
Creating a Custom Report for Immediate One-Time Use.....	83
Creating and Saving a Custom Report for Future Uses .....	84
Printing a Saved Custom Report .....	86
Process Central Count Results .....	87
Process DS200 Results .....	88
To Clear (Test) Data .....	89
Reprint DS200 Reports.....	90
To Create a Backup of ERM Election Results .....	90
Results > Acquire Module .....	91
Loading Ballot Images .....	91
Machine Log Report.....	92
Media Loaded Report .....	93
DS200 Transmitted Results/Central Count Network Results .....	94
To Clear (Test) Data .....	95
Results > Produce Module .....	96
Viewing Ballot Images .....	96
Exporting Ballot Images .....	96
Exporting Cast Vote Records.....	98
Generating a Results Report .....	99
Generating a Double Vote Statistics Results Report .....	100
Creating an Electionware Backup .....	101
To Restore an Electionware Backup .....	101
Creating a Recount Election.....	102
Creating a Non-Recount Poll Place for Sorting on a Central Count Tabulator (optional) .....	102
Creating a Recount Poll.....	103
Election Templates.....	104
To Save an Election Template .....	104
To Create an Election using a Template .....	105
To Create a Test Deck .....	107



# APPENDIX K: CUSTOMER LETTER



BOARD OF ELECTIONS AND  
VOTER REGISTRATION

ALDREN SADLER, SR., Chair  
KAREN JAMES, 1<sup>st</sup> Vice Chair  
GERALD BARGER, 2<sup>nd</sup> Vice Chair

BOARD OF ELECTIONS AND  
VOTER REGISTRATION

CYNTHIA WELCH, SUPERVISOR OF ELECTIONS  
(770) 278-7333  
FAX: (770) 785-6932

November 9, 2017

Mr. Tom Burt, President/CEO  
Election Systems & Software, LLC  
11208 John Galt Blvd.  
Omaha, NE 68137

RE: Rockdale County Georgia Pilot – ExpressVote Universal Voting System

Dear Mr. Burt:

This letter is to provide a synopsis of the recent Pilot that was conducted in Rockdale County, Georgia for the City of Conyers General and Special Election held on Tuesday, November 7, 2017. While it is my intention to provide a full assessment of the Pilot, I wanted to write you to express how overwhelmingly satisfied the Voters, Election Workers, Staff and I are with the ExpressVote Universal Voting System (ExpressVote).

Rockdale County was the only County to be selected by the Georgia Secretary of State, under the administration of Secretary Brian Kemp, to conduct a Pilot in a Municipal Election. We gladly accepted, rolled up our sleeves and began to make history in the Great State of Georgia. We began working with ExpressVote in September with the logic and accuracy testing of all equipment. I must say, compared to the DRE testing, this was a much simpler task. Next came the big challenge of how voters would feel about the system. Early Voting began on October 16 and concluded on November 3. Our Early Voting Election Workers opened and closed the precinct each day in record time (took less than 5 minutes to close each day). I am happy to say that we received an overwhelming positive response from our voters; in fact, voters required very little assistance with using ExpressVote, including inserting their ballot in the DS200 tabulator. On October 21, another big challenge was “how will the Precinct Election Day Workers react to the System”? Training was a breeze, workers adapted quickly to the use of the system from open to close. The overall response from our Election Workers was that the setup, opening and closing is much easier than what’s required with the DREs’. During training, the Election Workers smiled the entire time and was excited about working on Election Day. We concluded the Pilot on November 7 which was Election Day. Our Precinct Election Day Workers had no problem setting up for the opening of Election Day Voting; in fact, although ES&S Support was there, they were not needed due to the ease of setting up the ExpressVote System.

The final hurdle was the tabulation and production of Election Results. The Rockdale Elections staff closed out the Early Voting DS200 Tabulators and fed the Mail-In Ballots through the DS200 tabulator with ease. At 7pm, we uploaded our first results and reports were produced by ES&S Staff using Election Ware. Needless to say, we didn’t miss a beat; results were produced and provided to the public (we had a room full) in record time. By 8:10pm, all tasks were complete with NO PROBLEMS.

We would like to take this opportunity to commend the team under you, especially, Kathy Rogers, Jeb Cameron, Guy Riner, DuWayne McCormick, Cam Wilson, Derek Simmons and Brooke Lurvey. These individuals were well knowledgeable of the ExpressVote System and provided excellent support to us every step of the way. Hats off to you for having such a great team.

Overall, the voters were quite happy to see a system that would give them a verifiable paper ballot in which they could verify before casting their ballot. Based on the exit polling of our voters; 97% loved the system and preferred it over our current DRE System. In addition, I personally demonstrated the system to several counties, elected officials and the general public and their response also was an overwhelming satisfaction of the ExpressVote System. Many of the elected officials are hoping that Georgia will be on a new voting system in the very near future.

In closing, we all in Rockdale County loved working with the ExpressVote System and really hate to go back to our current DRE System. We have enjoyed conducting this Pilot and hope that our feedback will help in creating a greater experience for jurisdictions and voters across the states. In the coming weeks, I will provide a formal report of our experience with the ExpressVote Universal Voting System.

Thank you and best wishes to you and staff.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Cynthia Welch', with a long horizontal flourish extending to the right.

Cynthia Welch  
Supervisor of Elections

/cw

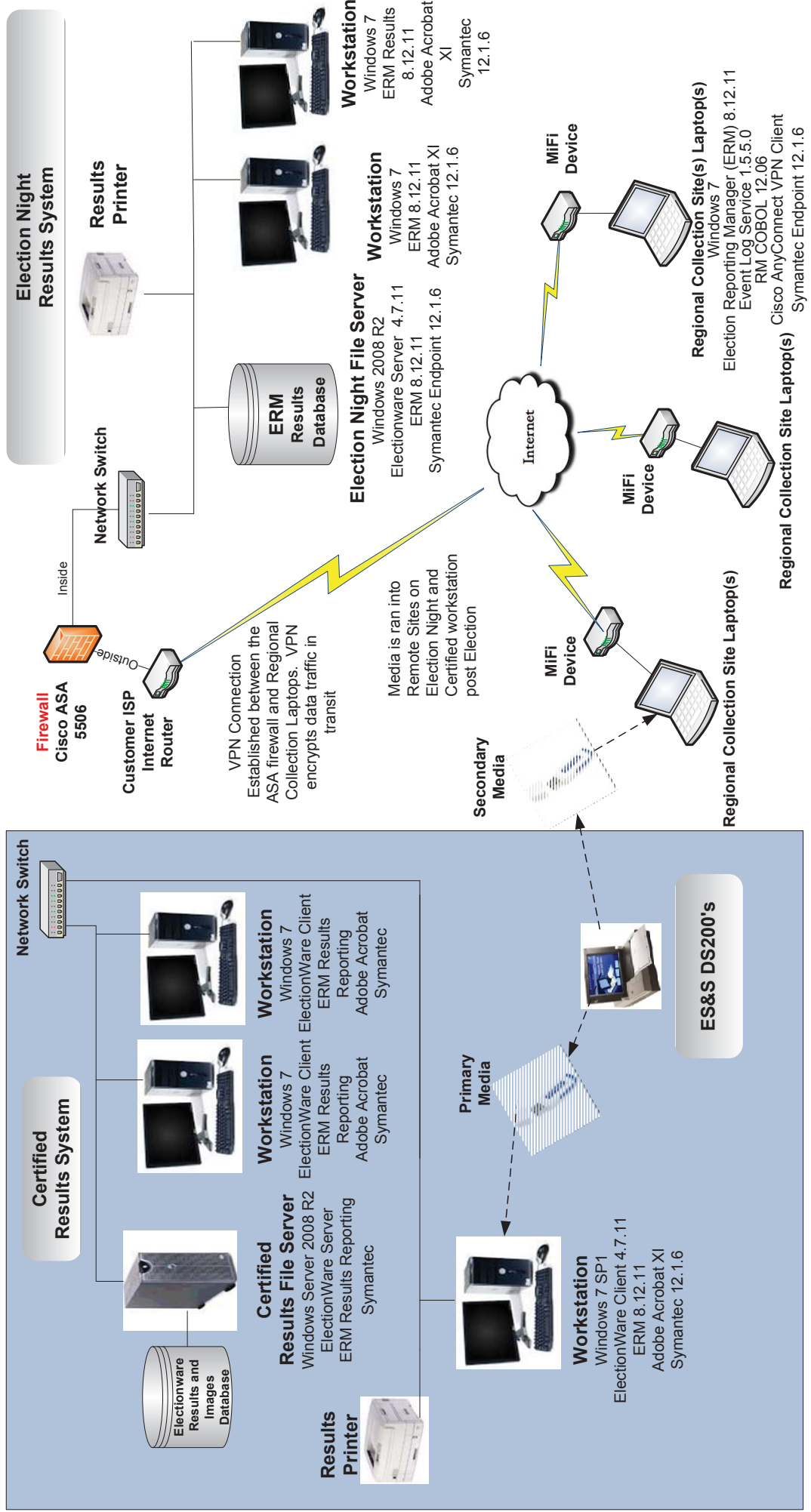
# APPENDIX L: REMOTE TRANSMISSION DIAGRAM





## EVS 5.2.2.0 Certified & Election Night Networks

December 5, 2017





**ATTACHMENT C**

**PROPOSAL CLARIFICATIONS**

## Lori Clyde

---

**From:** Moody, Chris <cdmoody@essvote.com>  
**Sent:** Friday, February 2, 2018 3:56 PM  
**To:** Lori Clyde  
**Subject:** {EXTERNAL} ES&S Responses to Questions during demonstration  
**Attachments:** 01\_ESS Post Demo Questions Responses.pdf; 02\_Attachment A\_ExpressLink Documentation.pdf; 03\_Attachment B\_ESSSYS\_DOC\_SOP\_RegionalResults.pdf; 04\_Attachment C\_PTRAC\_IMR.pdf

Lori,

Thank you again for having us in this week to show Travis County our products. We really enjoyed our time there interacting with the staff. Attached are the answers to questions that I took notes to go back and collect information on. If there was anything else anyone or Neil needed answers to and I didn't take note of, please send me additional questions and we'll response quickly.

Could you confirm you received this as well?

Thank you and have a good weekend.

**Chris D. Moody**  
**Director of Sales, Texas**  
972.533.5559  
cdmoody@essvote.com  
<http://www.essvote.com/Texas/texas-team/>  
<http://www.essvote.com>



# POST-DEMO QUESTIONS RESPONSES

## JANUARY 31, 2018 – DEMONSTRATION

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Below, ES&S has addressed the follow-up questions from our January 31, 2018 demonstration. If additional information or clarification is needed, please do not hesitate to ask.

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*1. ExpressLink Card Activation Printer: Can ExpressLink Software randomize the serial number?*

### **ES&S RESPONSE**

Yes, the ExpressLink software could be updated to randomize the serial number. ES&S would look forward to working with Travis County to obtain more detailed requirements in order to meet the County's needs.

---

*2. Hash Checking:*

### **ES&S RESPONSE**

ES&S does have experience with hash checking. ES&S currently has hash checking ports that allow our New York City customers to check that the hardware/firmware match the certified configuration. If Travis County would like to expand that functionality to include the election definition contained on the USB drives, ES&S would be glad to accommodate Travis County's request.

---

*3. Ability to audit all check points in vote cycle. ExpressLink software Logs, ExpressVote BMD and DS200.*

### **ES&S RESPONSE**

ES&S will work with Travis County to take audit data from ExpressLink, the ExpressVote, and the DS200, and design a utility to pull that data into a format that will provide meaningful insight into an election.

---

*4. Life testing:*

### **ES&S RESPONSE**

Some ES&S products are subjected to HALT (Highly Accelerated Life Test) testing. HALT testing is designed to reveal design and/or process weaknesses. The products are subjected to progressively higher stress levels brought on by thermal dwells, vibration, rapid temperature transitions and combined environments. These stimuli are designed to be well beyond expected field environments to determine the operating and destruct limits of the product.

5. *Coordinates for each Candidate to compare with the ExpressVote Card bar code:*

**ES&S RESPONSE**

The Electionware Ballot Detail Listing report includes the row and column for each candidate for each ballot style. This would provide the coordinates for each candidate to compare with the ExpressVote Card bar code.

6. *Estimated life span of the ExpressLink printer? Number of prints? Do we have any information on this?*

**ES&S RESPONSE**

ES&S has requested information from the manufacturer. We will provide it to Travis County as soon as it is available. Until that information is received, we estimate the number of activation card that can be printed to be around 650,000. This is based upon the amount of paper that runs across the printer (about 6”) and the total abrasion life of a typical thermal printer (100km).

7. *What is the Motorola Scanner model that we use to scan the QR code on the ExpressVote?*

**ES&S RESPONSE**

Motorola DS9208

8. *How many ExpressVote’s could be connected to one wall outlet?*

**ES&S RESPONSE**

Six (6) ExpressVotes can be connected to a single wall outlet.

9. *Why are ES&S patents under ES&S Innovations, LLC.*

**ES&S RESPONSE**

ES&S Innovations, LLC (“Innovations”) is an affiliate of Election Systems & Software, LLC (“ES&S”). ES&S Innovations was created to secure and own intellectual property rights of the company, principally patent rights. Over time, however, we have moved all of ES&S’ current patents back to ES&S. The assignment records for 14 of our patents included Innovations in the chain of ownership. However, for all but one of those 14, the patents were transferred back to ES&S. The one exception is an abandoned application. Three additional patents were held at one time by ES&S AutoMARK. However, ES&S now holds those patents as well.

*10. Travis County is also looking for product information for the following:*

- ExpressLink Software*
- Regional Results*
- PTRAC/IMR Documentation*

### **ES&S RESPONSE**

Please see Attachment A for documentation on ExpressLink software. Please see Attachment B for documentation on Regional Results. Please see Attachment C for documentation on PTRAC/IMR, which also known as Auto-Adjudication.

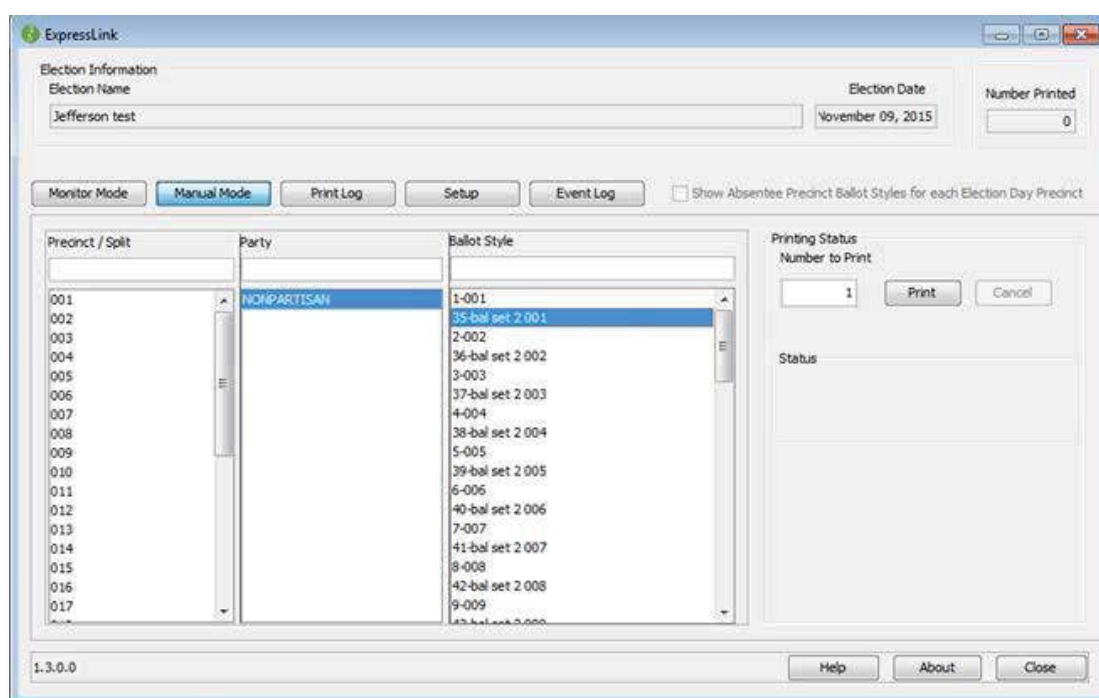


# ExpressLink

## SOFTWARE

ExpressLink is an on-demand application that prints activation cards for use with the ExpressVote Universal Voting System through the ExpressVote Activation Card Printer (or the ExpressVote printer).

ExpressLink is a Windows PC application that can run in either a standalone mode, or in a monitor mode where the application monitors requests from a voter registration (VR) system over a shared network folder. The application imports an election definition from Electionware, accepts requests to print a voter's activation card, determines the voter's ballot style and then prints the activation card on the ExpressVote Activation Card Printer.





# ExpressLink Operator's Guide

Firmware Version 1.3

Election Systems & Software, LLC  
Manual Version 1.0. Released: July 15, 2016  
EVS5220\_DOC\_SOP\_ExpressLink

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In accordance with the United States Election Assistance Commission (EAC) Testing and Certification Program Manual, Version 2.0, ES&S hereby notifies the purchaser that any changes or modifications to an EAC approved voting system which have not been tested and certified by the EAC will void the EAC certification for such EAC approved voting system.

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# Table of Contents

<b>Chapter 1: Introduction.....</b>	<b>4</b>
Required Materials.....	4
Minimum PC System Specifications.....	5
<b>Chapter 2: Setting Up the ExpressLink PC .....</b>	<b>6</b>
Software Installation .....	6
Hardware Setup and Theory of Operation .....	7
<b>Chapter 3: Preparing System Files.....</b>	<b>9</b>
Validating Election and VR File Compatibility .....	9
Mapping A Shared Network Drive .....	11
File Specifications .....	11
BOD File .....	11
VAL File.....	12
<b>Chapter 4: ExpressLink Polling Place Procedures .....</b>	<b>13</b>
Printing in Monitor Mode .....	14
Printing in Manual Mode .....	15
Printing the Correct Activation Card for Non-geographic Absentee/Early Vote Precincts .....	18
<b>Chapter 5: System Messages .....</b>	<b>20</b>
<b>Appendix A: Revision History .....</b>	<b>24</b>

# Chapter 1: Introduction

The ExpressLink is an on-demand application that prints activation cards for use with the ExpressVote Universal Voting System.

ExpressLink is a Windows PC application that can run either in monitor mode or manual mode. In monitor mode, the application monitors requests from a voter registration (VR) system over a shared network folder. The application imports an election definition from Electionware, accepts requests to print a voter's ExpressVote activation card, determines the voter's ballot style, and then prints the activation card on the ExpressVote Activation Card Printer.

## Note



Refer to [Chapter 4: ExpressLink Polling Place Procedures](#) for more information about monitor mode and manual mode.

## 1.1 Required Materials

- VRAB.VAL (validation) file from a supported voter registration system

## Note



Party IDs, precinct names, and split names included in the Electionware export file must match the contents of the VRAB.VAL file generated by the voter registration system. You have the option of verifying this information before proceeding.

- Compatible pollbook system
- In monitor mode, a VRAB.BOD (Ballot on Demand) output file from the pollbook system
- BODManifest.xml file from Electionware

## Note



This file is included in the Ballot on Demand export file (**<election\_name>\_BallotOnDemand\_Export.ezip**) from Electionware. Refer to the *Electionware Volume IV: Deliver User's Guide* for more information.

- ExpressLink PC

**Note**

Refer to section [1.2 Minimum PC System Specifications](#) for more information.

- ExpressVote Activation Card Printer (supplied by ES&S)
- Blank ExpressVote Activation Cards
- ES&S ExpressVote configured with the same election used to generate the Ballot on Demand export package from Electionware (<election\_name>\_BallotOnDemand\_Export.ezip).

## 1.2 Minimum PC System Specifications

The ExpressLink application must be installed on a PC or laptop to be used at each designated poll.

In monitor mode, system specifications will vary based on whether you use the Ethernet LAN (RJ-45) or Wi-Fi wireless (802.11) network option. However, each PC or laptop must meet the following minimum system specifications.

**Table 1-1: ExpressLink PC Requirements**

Element	Minimum Configuration
Processor	Dual Core
RAM	4 GB
Hard Disk	150 GB
Keyboard	N/A
Mouse	N/A
Monitor	1280x800 min. resolution
CD/DVD reader	16x
USB Ports	x2 USB 2.0
Report Printer	Standard Network Printer
Ethernet Port	Local network port

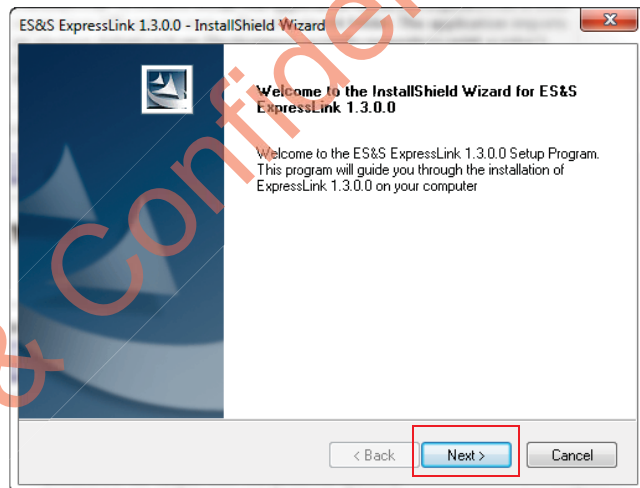
## Chapter 2: Setting Up the ExpressLink PC

Use the instructions in this chapter to install the ExpressLink software and to set up the ExpressLink PC.

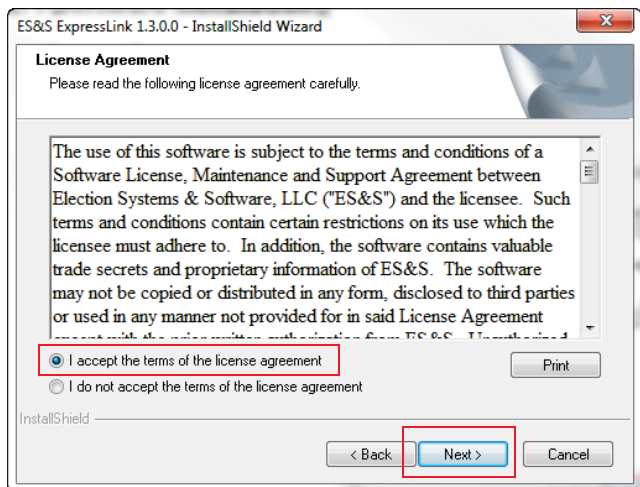
### 2.1 Software Installation

To install ExpressLink, complete the following steps:

1. On the PC you will use to install ExpressLink, locate and double-click the file named **ExpressLinkInstaller.exe**.
2. On the InstallShield window, click **Next**.

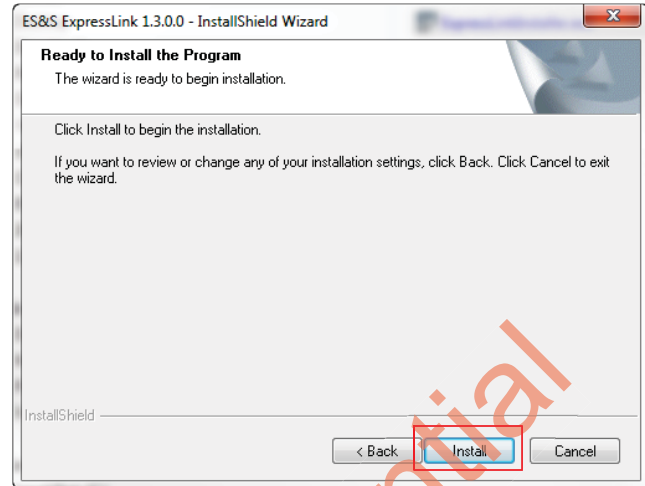


3. On the license agreement screen, click to select the **I accept the terms of the license agreement** option.
4. Click **Next** to continue.

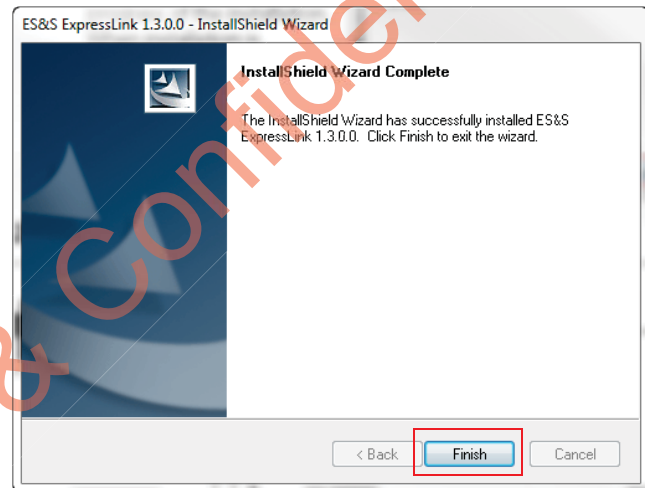


5. When prompted, click **Install**.

A status bar displays the progress of the installation. When installation is complete, the system displays the InstallShield Wizard Complete window.



6. Click **Finish** to complete the installation.



## 2.2 Hardware Setup and Theory of Operation

To set up the system, complete the following steps:

1. Connect the ExpressVote Activation Card printer to the ExpressLink PC.
2. If you use ExpressLink in Monitor mode, map a network drive to the shared folder used by the pollbook system as the output destination for VRAB files.

### Note

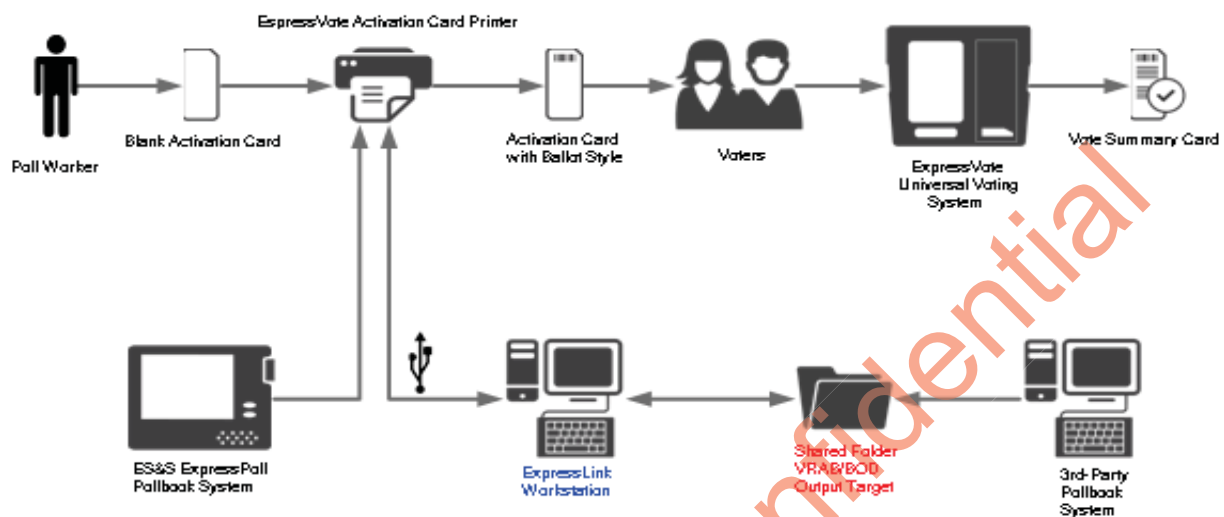
Refer to [3.2 Mapping A Shared Network Drive](#) for more information.



Contact ES&S Technical Support at 877-377-8683 (USA & Canada) or 402-593-0101 (International) for additional assistance.



The following diagram depicts the relationship between the installed ExpressLink system, proprietary and third-party pollbook systems, the ExpressVote Universal Voting System, poll workers, and voters.



## Chapter 3: Preparing System Files

Use the instructions in the following sections of this chapter to prepare ExpressLink system files for use.

- [3.1 Validating Election and VR File Compatibility](#)
- [3.2 Mapping A Shared Network Drive](#)
- [3.3 File Specifications](#)

### 3.1 Validating Election and VR File Compatibility

#### Note



This procedure is optional.

ES&S recommends that before an election you confirm that all party IDs, precinct names, and split names are configured identically in both Electionware and the supported voter registration (VR) System. For a live election, this procedure should be performed at election headquarters.

Complete the following steps to validate file configurations.

1. Open the ExpressLink application.
2. Click **Setup** to open the configuration panel.
3. Click the **Browse** button next to the **Ballot Manifest** field.
4. In the navigation window, locate and select the `<election_name>_BallotOnDemand_Export.ezip` file from Electionware.

5. Click **Open**.

ExpressLink displays the file path in the **Ballot Manifest** field.

6. Click **Load** to read the ballot manifest file.

The screenshot shows the 'Election Information' section with 'Election Name' set to 'Pasco General' and 'Election Date' set to 'May 29, 2013'. Below this are buttons for 'Monitor Mode', 'Manual Mode', 'Print Log', 'Setup', and 'Event Log'. The 'Ballot Manifest' field contains the path 'C:\ElectionWare\AnyCounty Primary\Pasco General\_BallotOnDemand\_Export.ezip'. To the right of this field are 'Browse...' and 'Load' buttons. The 'Load' button is highlighted with a red box.

7. Click the **Browse** button next to the **Validation File** field.

The screenshot shows the 'Validation File' field with a 'Browse...' button highlighted by a red box. The 'Ballot Manifest' field still shows the same file path. The 'Load' button is also visible.

8. In the navigation window, locate and select the VRAB.VAL file from the pollbook system.

9. Click **Open**.

ExpressLink displays the file path in the **Validation File** field.

10. Click **Validate** to open a table view of the contents of both files.

The screenshot shows the 'Validation File' field now containing the path 'C:\ElectionWare\AnyCounty Primary\TEST\_VRAB.VAL'. The 'Validate' button is highlighted with a red box.

11. In the table view, compare the party IDs, precinct names, and split names from both files.

#### Note



If any names do not match, you can click **Export** to generate a listing of incompatibilities.

12. Correct the exceptions in either the VR system (VRAB.VAL) or in Electionware (<election\_name>\_BallotOnDemand\_Export.ezip) so that all file names match.
13. Regenerate the file you updated in step 8.
14. Repeat these steps to validate that the VR system data matches the information in the Electionware database.

## 3.2 Mapping A Shared Network Drive

To operate ExpressLink in monitor mode, you must map a shared network drive on the ExpressLink PC to the output folder containing the VRAB.BOD file established via the pollbook system.

### Note



Refer to your Windows documentation for information about mapping a network drive.

After you map a shared network drive to the pollbook output folder, complete the following steps to configure ExpressLink to monitor the VRAB.BOD file.

1. Open the ExpressLink application.
2. Click **Setup** to open configuration panel.
3. Click the **Browse** button next to the **Monitor File** field.
4. In the browsing window, locate and select the VRAB.BOD output folder established via the pollbook system.
5. Click **Open**.

## 3.3 File Specifications

The following sections contain the technical specifications for the ExpressLink **BOD** (VRAB.BOD) and **VAL** (VRAB.VAL) file formats.

### 3.3.1 BOD File

- **Electionware Party Abbreviation:** begins at position 12, and is 80 characters long
- **Electionware Precinct ID:** begins at position 92, and is 80 characters long
- **Electionware Split ID:** begins at position 172, and is 80 characters long

### 3.3.2 VAL File

- **Language:** begins at position 1, and is 1 character long
- **Electionware Party Abbreviation:** begins at position 12, and is 80 characters long
- **Electionware Precinct ID:** begins at position 92, and is 80 characters long
- **Electionware Split ID:** begins at position 172, and is 80 characters long

Proprietary & Confidential

# Chapter 4: ExpressLink Polling Place Procedures

You can use the ExpressLink application in monitor mode or manual mode.

## Monitor Mode

When you use ExpressLink in monitor mode, the software automatically monitors the shared output folder you specified when completing the steps in section [3.2 Mapping A Shared Network Drive](#). This folder contains the VRAB.BOD file from the pollbook system.

In monitor mode, ExpressLink performs the following functions.

- Automatically extracts the voter's precinct and card configuration information
- Prints the voter's ExpressVote activation card on demand
- Automatically deletes the VRAB.BOD file after printing the activation card

### Note



ExpressLink also deletes the VRAB.BOD file when the voter's activation card cannot be printed, such as when the .BOD file is invalid.

For example, when ExpressLink is unable to process a VRAB.BOD file, the software automatically renames the file **InvalidBOD-(date)-(time)** and moves the renamed file to the designated **Trash** folder on the shared network drive.

## Manual Mode

You can use ExpressLink in manual mode when circumstances dictate. The following example situations may require manual mode operation.

- Printing test activation cards
- Using ExpressLink with a pollbook system that does not create VRAB files

In manual mode, you manually select the voter's ballot from a list of available ballot styles. The ExpressLink application generates the following audit logs.

- **Print log**

The Print log is a dynamic audit log that contains a record of the activation cards printed during a single session for a single Ballot Manifest file.

- **Event log**

The Event log is a cumulative record of system and print events for all application sessions. ExpressLink loads the Event log when you start the application.

**Note**



You can export both the Print log and the Event log as Microsoft Excel documents for review and archiving.

## 4.1 Printing in Monitor Mode

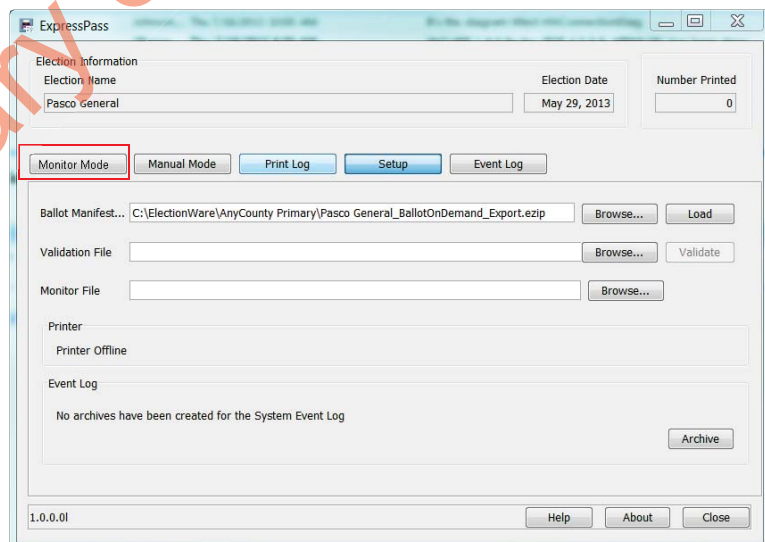
Use the instructions in this section to print and issue ExpressVote activation cards when operating ExpressLink in monitor mode.

1. Open the ExpressLink application.

2. To begin automatically monitoring the VRAB.BOD file(s) in the shared output folder, click **Monitor Mode**.

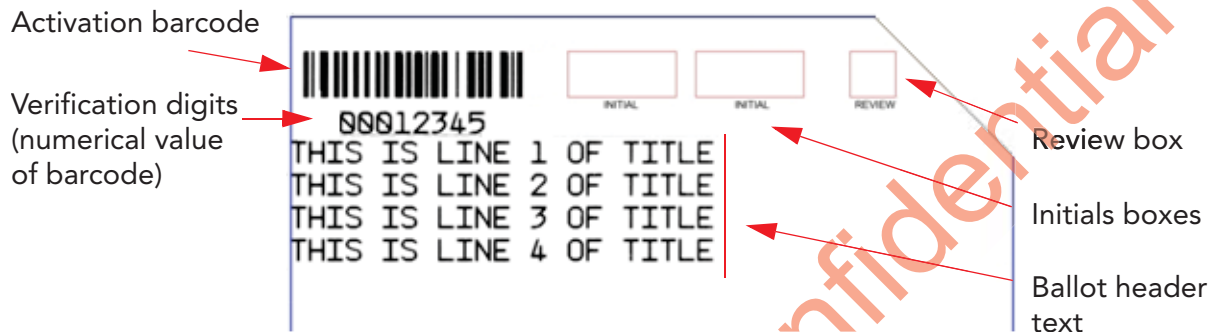
3. Check a voter into the polling place using the voter registration system. Completing the registration process automatically exports the VRAB.BOD file for this voter to the shared network folder.

4. When ExpressLink finds the appropriate VRAB.BOD file, the system prompts you to insert a blank activation card into the ExpressVote Activation Card Printer.



5. Print the activation card.
6. Manually inspect the printed activation card to ensure that the information printed on the card header matches the precinct and ballot style for this voter.

If your election uses the Initial box(es) and/or Review box option(s), confirm that the appropriate boxes are printed on the card header. Ensure that the boxes are marked as necessary.



#### Note



Refer to the Ballot Frames section in the Paper Ballot Module chapter of the *Electionware Vol. III: Design User Guide* for more information about using the Initial and Review boxes in your election.

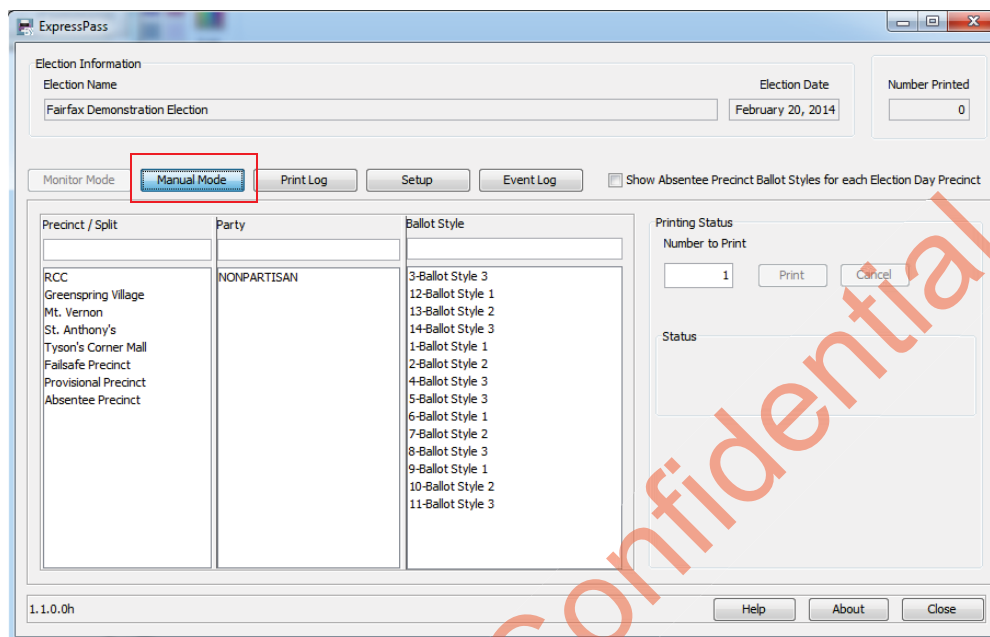
7. Give the activation card to the voter.

## 4.2 Printing in Manual Mode

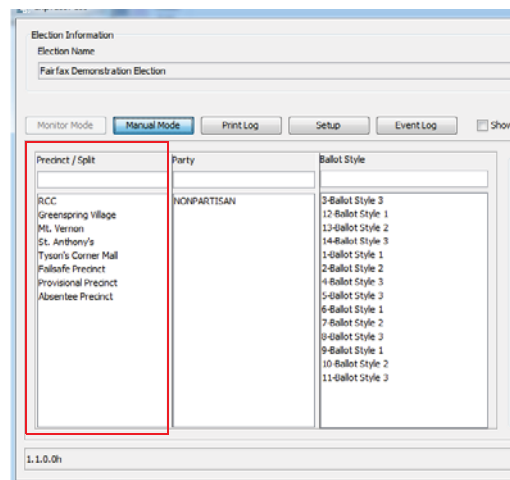
Use the instructions in this section to print and issue ExpressVote activation cards when operating ExpressLink in manual mode.



1. Open the ExpressLink application.
2. To open a list of available ballot styles, click **Manual Mode**.



3. Determine the correct ballot style number for the voter.
4. In the **Precinct/Split** column, click to select the voter's precinct and split, if applicable.



- In the **Party** column, click to select the voter's party, if applicable.

The screenshot shows the 'Election Information' window for 'Fairfax Demonstration Election'. The 'Party' column is highlighted with a red box. The 'Ballot Style' column is also visible, listing various ballot styles. The 'Monitor Mode' button is selected.

- In the **Ballot Style** column, click to select the voter's ballot ID.

The screenshot shows the 'Election Information' window for 'Fairfax Demonstration Election'. The 'Ballot Style' column is highlighted with a red box. The 'Party' column is also visible, showing 'NONPARTISAN'. The 'Monitor Mode' button is selected.

- To print the activation card, click **Print**.
- Confirm that the information printed on the card header matches the expected precinct and ballot style information.

**Note** Refer to section 4.1 [Printing in Monitor Mode](#) for more information.



The screenshot shows the 'Election Information' window for 'Fairfax Demonstration Election'. The 'Print' button is highlighted with a red box. The 'Ballot Style' column is also visible, listing various ballot styles. The 'Monitor Mode' button is selected.

### 4.2.1 Printing the Correct Activation Card for Non-geographic Absentee/Early Vote Precincts

When you load a Ballot Manifest file into ExpressLink, the application identifies whether the election includes any non-geographic precincts, such as precincts used as absentee or early vote precincts. The application also detects whether non-geographic precincts have multiple ballot styles.

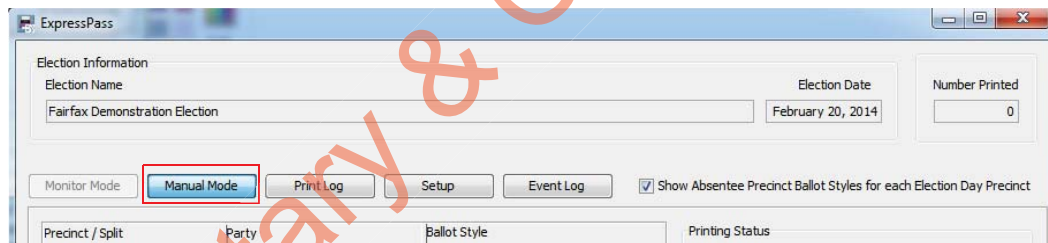
**Note**

In most cases, elections coded in Electionware do not contain non-geographic precincts.

If a non-geographic precinct is present and contains multiple ballot styles, the system displays a message prompting you to use ExpressLink in manual mode.

To print the correct activation card when an election includes non-geographic absentee or early vote precincts, complete the following steps.

1. Open the ExpressLink application.
2. Click **Manual Mode**.



- Click to select the **Show Absentee Precinct Ballot Styles for each Election Day Precinct** checkbox.

The screenshot shows the ExpressPass application window. At the top, there's a section for 'Election Information' with fields for 'Election Name' (Fairfax Demonstration Election), 'Election Date' (February 20, 2014), and 'Number Printed' (0). Below this are buttons for 'Monitor Mode', 'Manual Mode', 'Print Log', 'Setup', and 'Event Log'. A checkbox labeled 'Show Absentee Precinct Ballot Styles for each Election Day Precinct' is checked and highlighted with a red box. Below the buttons is a table with three columns: 'Precinct / Split', 'Party', and 'Ballot Style'. The table lists several precincts under the 'NONPARTISAN' party, including 'RCC', 'Greenspring Village', 'Mt. Vernon', 'St. Anthony's', and 'Tyson's Corner Mall'. The 'Ballot Style' column lists '12-Ballot Style 1 (Absentee Precinct)', '6-Ballot Style 1 (Failsafe Precinct)', and '9-Ballot Style 1 (Provisional Precinct)'. To the right of the table is a 'Printing Status' section with a 'Number to Print' field (set to 1) and 'Print' and 'Cancel' buttons. A large red 'Confidential' watermark is overlaid diagonally across the image.

The System displays a list of all available precincts, including the associated absentee or early vote poll name for each ballot style.

#### Note



If this election does not include non-geographic precincts, the **Show Absentee Precinct Ballot Styles for each Election Day Precinct** checkbox will be visible but unavailable for use.

- Click to select the voter's appropriate precinct and ballot style.
- To print the activation card, click **Print**.
- Confirm that the information printed on the card header matches the expected precinct and ballot style information.

#### Note



Refer to section 4.1 [Printing in Monitor Mode](#) for more information.

This screenshot is a closer view of the 'Printing Status' section of the ExpressPass application. It shows the 'Number to Print' field set to 1, with the 'Print' button highlighted by a red box. The 'Cancel' button is also visible. The 'Status' field is empty. A large red 'Confidential' watermark is overlaid diagonally across the image.

# Chapter 5: System Messages

**Table 5-1: Error and Informational Messages**

Message ID	Message	Message Type	Solution
10020001	Failed to open the database: [database name]	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10020002	Error exporting table: [table name]	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10020003	Error Cannot getValue [value] for [item name]	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10020004	Error determining the application directory	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10040001	User responded with [response]	Informational Message	Click OK to continue.
10040002	Yes	Informational Message	Click OK to continue.
10040003	No	Informational Message	Click OK to continue.
10040004	Cancel	Informational Message	Click OK to continue.
10040010	Export table [table name] to file [file name] completed.	Informational Message	Click OK to continue.
10120001	Error closing the service manager.	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10120002	Error creating the database.	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.

**Table 5-1: Error and Informational Messages (Continued)**

Message ID	Message	Message Type	Solution
10120001	Missing the [file name] file.	Error Message	Click OK to continue. Check the location of the specified file and then retry the action.
10120002	Error loading BOD Manifest file [file name]: [item name]	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10120003	Error deleting BOD File	Error Message	Click OK to continue. Check the location of the specified file and then retry the action.
10120004	Error printing activation card: [card name]	Error Message	Click OK to continue. Retry the action.
10120005	Error occurred during System Event Log backup. Please archive System Event Log again.	Error Message	Retry the action.
10120006	The [Application Name] application is already running, please close it before starting a new instance.	Error Message	Ensure that the program is not already running, and then retry the action.
10120010	Error loading the disclaimer text from the file [file name].	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10120011	Error loading the copyright text from the file [file name].	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10120012	Error loading help file [file name].	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10120013	Error occurred during loading BOD file. Invalid file format. Time of request - [time/date]	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.

**Table 5-1: Error and Informational Messages (Continued)**

Message ID	Message	Message Type	Solution
10120014	Error starting monitor mode.	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10120015	Error occurred during loading BOD file. The file is currently being locked by another process. Time of request - [time/date]	Error Message	Verify that the BOD file is not being used by another process and then retry the action.
10120020	Unable to locate voter card for [Party] - [party name] [Precinct] - [precinct name] [Split] - [split name]. Time of request - [time/date]	Error Message	Retry the action. If the error continues, contact ES&S.
10140001	The [Application] has started.	Informational Message	No action required.
10140002	The [Application] is closing.	Informational Message	No action required.
10140003	Loaded the BOD Manifest file [file name].	Informational Message	No action required.
10140004	Selected validation file [file name].	Informational Message	No action required.
10140005	Validation completed. Number of discrepancies - [integer], VR records missing - [integer], Electionware records missing - [integer]	Informational Message	No action required.
10140006	Printed Activation Card Party - [party name], [Precinct] - [precinct name], [Split] - [split name], [BallotStyle] - [ballot style name], Bar Code value - [bar code integer].	Informational Message	No action required.
10140007	User canceled printing of Activation Card.	Informational Message	Click OK to continue.
10140008	Starting BOD monitor	Informational Message	No action required.

**Table 5-1: Error and Informational Messages (Continued)**

Message ID	Message	Message Type	Solution
10140009	Stopping BOD monitor	Informational Message	Verify that the code contains at least one letter and one number and then retry the action.
10140010	Printed activation card Party - [party name], [Precinct] - [precinct name], [Split] - [split name], [Ballotstyle] - [ballot style name]. Time of request - [time/date]	Informational Message	No action required.
10140011	Archived [integer] records to [folder location].	Informational Message	No action required.
10140012	Printer online on [item name].	Informational Message	No action required.
10140013	Printer offline.	Informational Message	Check printer power. If the printer is powered down, reapply power and retry the action.
10140014	Start monitor mode.	Informational Message	No action required.
1040015	Stop monitor mode.	Informational Message	No action required.
10520047	[Item Name] is too long. Please enter a value that does not exceed [Number] characters.	Error Message	Reduce the number of characters in the specified item and then retry the action.



# Appendix A: Revision History

EVS5210_DOC_SOP_ExpressLink Document Version: 1.0 6/28/16	
Chapter(s)	Description
All	<p>New book based on from EVS 5210.</p> <p>Clarified verbiage and organization throughout.</p> <p>Updated the product name for Electionware throughout.</p>
Chapter 1: Introduction	<p>Clarified the list of required materials in section 1.1 Required Materials.</p> <p>Clarified minimum specifications in section 1.2 Minimum PC Specifications.</p>
Chapter 2: Setting Up the ExpressLink PC	<p>Added explanatory screen shots to section 2.1 Software Installation.</p> <p>Clarified procedural steps in section 2.2 Hardware Setup and Theory of Operation.</p>
Chapter 3: Preparing System Files	<p>Deleted section 3.3 Correcting Naming Incompatibilities, combined information into section 3.1 Validating Election and VR File Compatibility. Clarified procedural steps in same section.</p> <p>Clarified procedural steps in section 3.2 Mapping A Network Drive.</p> <p>Relocated file specification information from previous Chapter 5 to this chapter.</p> <p>The following field names and/or descriptions have been updated.</p> <ul style="list-style-type: none"> <li>• Electionware Party Abbreviation (80 characters long)</li> <li>• Electionware Precinct ID</li> <li>• Electionware Split ID</li> </ul>
Chapter 4: ExpressLink Polling Place Procedures	Reorganized and clarified chapter.

EVS5210_DOC_SOP_ExpressLink Document Version: 1.0 (Continued) 6/28/16	
Chapter(s)	Description
Chapter 5: ExpressLink File Specifications	Deleted chapter, relocated information to Chapter 3: Preparing System Files.

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# Index

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## B

BOD file, 11

## C

card printing enable, 11

## E

early voting, 18

error messages, 20

export incompatibilities, 9

## F

file specifications

BOD file, 11

VAL file, 12

## I

incompatible naming, 9

informational messages, 20

installation

software, 6

## M

manual mode, 13, 15

printing in, 15

messages, 20

monitor mode, 13

printing in, 14

## N

network mapping, 11

non-geographic absentee voting, 18

## P

PC

software installation, 6

specifications, 5

pollbook output folder, 11

polling place procedures, 13

preparing files, 9

print modes

manual mode, 15

printing modes

manual, 15

monitor, 14

## R

required equipment, 5

required materials, 4

requirements

PC, 5

revision history, 24

## S

software installation, 6

specifications, 11

PC, 5

system files

naming, 9

preparing, 9

validating, 9

system messages, 20

## V

VAL file, 12

validating files, 9



# Regional Results Transfer User Guide

Software Version 1.1

Election Systems & Software, LLC  
Revision 1.1. January 18, 2017  
ESSYS\_DOC\_SOP\_RegionalResults

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# Table of Contents

<b>Chapter 1: Installation and Setup.....</b>	<b>4</b>
Electionware Setup .....	4
Regional Results Transfer Computer Setup.....	4
System Requirements.....	4
Configure Regional Results Transfer Computer.....	5
Regional Results Transfer Software Installation .....	5
<b>Chapter 2: Network Configuration Options .....</b>	<b>6</b>
VPN Support (Optional).....	7
Ethernet LAN .....	7
Wireless Broadband.....	9
USB Broadband .....	11
Dial-Up RAS .....	13
<b>Chapter 3: Upload, View, and Export Data .....</b>	<b>15</b>
Log In .....	15
Upload, Send, and View Data.....	18
Table Display .....	19
Exporting Data .....	21
Media Activity Tab.....	23
Media Status Tab .....	25
Log Viewer Tab .....	28
System Log Viewer Tab .....	29
Software Version and Help .....	30
<b>Appendix A: Revision History .....</b>	<b>31</b>

# Chapter 1: Installation and Setup

The Regional Results Transfer application allows results files accumulated on DS200 flash drives at remote polling locations to be sent to Election Central from Regional Results Transfer sites.

After the election, rather than return the media devices to Election Central for processing, poll workers return the devices to a designated regional transmission site. Data from the flash drives is uploaded and sent to the jurisdiction's Secure File Transfer Protocol (SFTP) server. Election Reporting Manager (ERM) then retrieves these files for processing.

## 1.1 Electionware Setup

Regional Sending Sites, the polling locations associated with these sites, and SFTP server users are defined in Electionware. Each regional site is defined with one or more polling locations and a Regional Results SFTP user account. When configuration is complete, regional site configuration information is exported out of Electionware and uploaded on the jurisdiction's SFTP server.

### Reference



For instructions on configuring Regional Sending Sites and SFTP users in an election defined using Electionware, refer to *Electionware Vol. IV: Deliver User Guide, Chapter 2: Configure*.

## 1.2 Regional Results Transfer Computer Setup

The Regional Results Transfer application must be installed on a computer to be used at each designated Regional Sending Site. Each computer must meet the minimum system specifications. In addition, each computer must be "hardened" to provide the highest level of security to the system.

### 1.2.1 System Requirements

System specifications vary according to the network option used to connect to the SFTP server. Network options include:

- Ethernet LAN (RJ-45)
- Wi-Fi (wireless, 802.11)
- 56Kbps V.92/V.90 internal or external modem (RJ-11)

For more information, refer to [Chapter 2: Network Configuration Options](#).

For complete system requirements, refer to the *System Overview*.

### 1.2.2 Configure Regional Results Transfer Computer

To prepare the Regional Results Transfer computer for operation, follow the procedures in the document *Hardening Procedures for the Election System, Securing a Regional Results Workstation*.

Configure the Regional Results Transfer PC as required for the communication method you will use to connect to the SFTP server. Refer to <Blue Emphasis>Chapter 2: Network Configuration Options.

### 1.2.3 Regional Results Transfer Software Installation

Regional Results Transfer can be installed by a Windows user with administrative rights.

1. Copy the RegionalResultsTransfer.exe file from the CD to your hard drive.
2. Run the RRSetup.exe file.
3. Click **Next**.
4. Select the **I accept the terms of the license agreement** radio button, then click **Next**.
5. Click **Install**.  
The application is installed.
6. Click **Finish**.



## Chapter 2: Network Configuration Options

Regional Results Transfer supports the following network configurations:

- ◆ Ethernet LAN (Local Area Network)
- ◆ Wireless – (e.g. Sprint AT&T and Verizon)
- ◆ USB – Broadband (e.g. Sprint AT&T and Verizon)
- ◆ Dial-up – RAS (Remote Access Service)

ES&S recommends the use of general security measures to ensure secure connections when using third party wireless devices. Examples of these steps include, but are not limited to:

- Change the Admin password
- Change the SSID
- Turn off broadcasting
- Turning off ICMP response
- Use WPA2 with AES
- Strong passwords
- Change passwords often
- Use an access control list

Configure the third party wireless device to require the user to enter the SSID to access a secure connection for the preferred network. This will ensure that the connection is made to the correct network rather than the strongest signal. ES&S does not recommend broadcasting the SSID of the hotspot.

When setting up the network connection for Regional Results Transfer, if prompted, select the **Public** option. This will ensure that Windows will use built-in security measures for the connection. ES&S does not recommend the use of Bluetooth access on any certified system.

## 2.1 VPN Support (Optional)

An Anyconnect VPN server can be configured within the ASA 5505 firewall. The VPN connection is based on SSL. When configuration is complete, the Regional Results Transfer user will be assigned a User ID and Password. After a valid login to the VPN server, the ASA 5505 will send a Cisco VPN Client to the Regional Results Transfer computer.

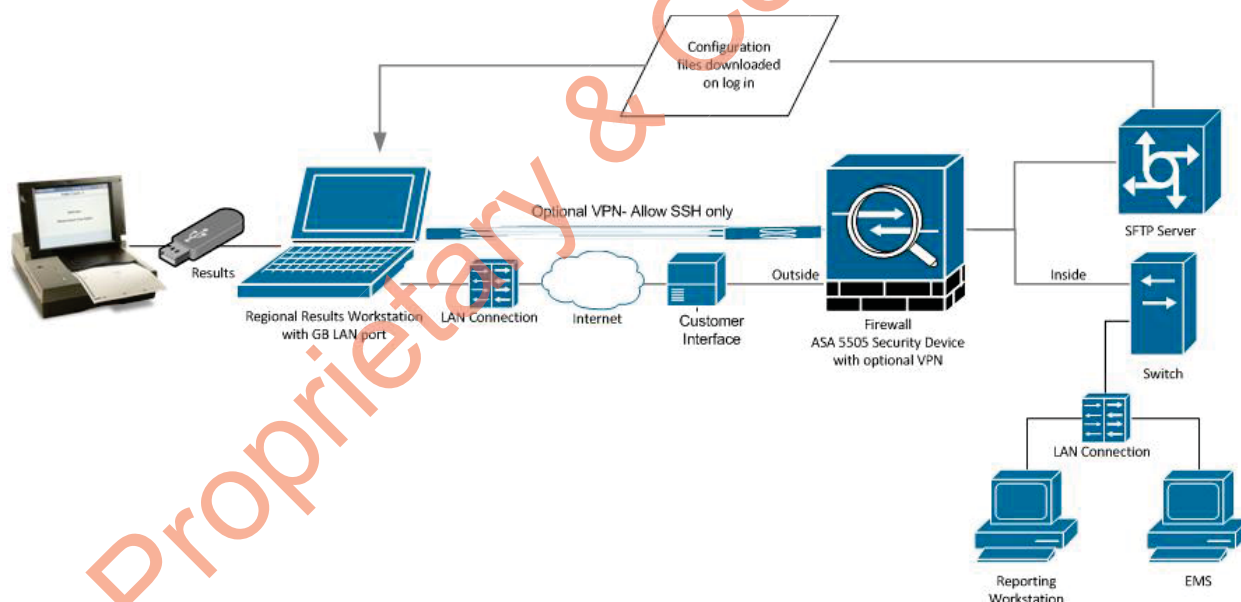
### Note



A VPN is required if the customer wants to restrict access to Regional Results Transfer computers and these computers are not being assigned static IP addresses. The base license only allows for two concurrent VPN users.

## 2.2 Ethernet LAN

The Ethernet LAN requires the Regional Results Transfer computer to be equipped with a Network GB Ethernet LAN adapter. The LAN port may be built into the motherboard, and may not be a physical card.



The Ethernet LAN requires the Regional Results Transfer computer be equipped with a Network GB Ethernet LAN adapter. The LAN port may be built into the motherboard and may not be a physical card.

**Requirements:**

- Regional Results Transfer Computer with a GB LAN card/port (based on 802.3)
- Category 6 (CAT6) Patch Cable
- LAN connection (wall jack, switch, router, etc.)
- ASA 5505 firewall at central connected to the Internet

**Network:**

- Regional Results Transfer Computer
  - Network connection configured using Network and Sharing Center
  - Routable Source IP and Gateway IP (DHCP)
  - Routable Static Destination IP. Regional Results uses this IP address to access the SFTP Server if VPN is not used. This address is the same as the firewall Interface IP address.
- Firewall Ports
  - Routable Static Destination IP is used as the Firewall Interface IP address
  - TCP/IP and SSL
  - SSH (port 22)

**Note**

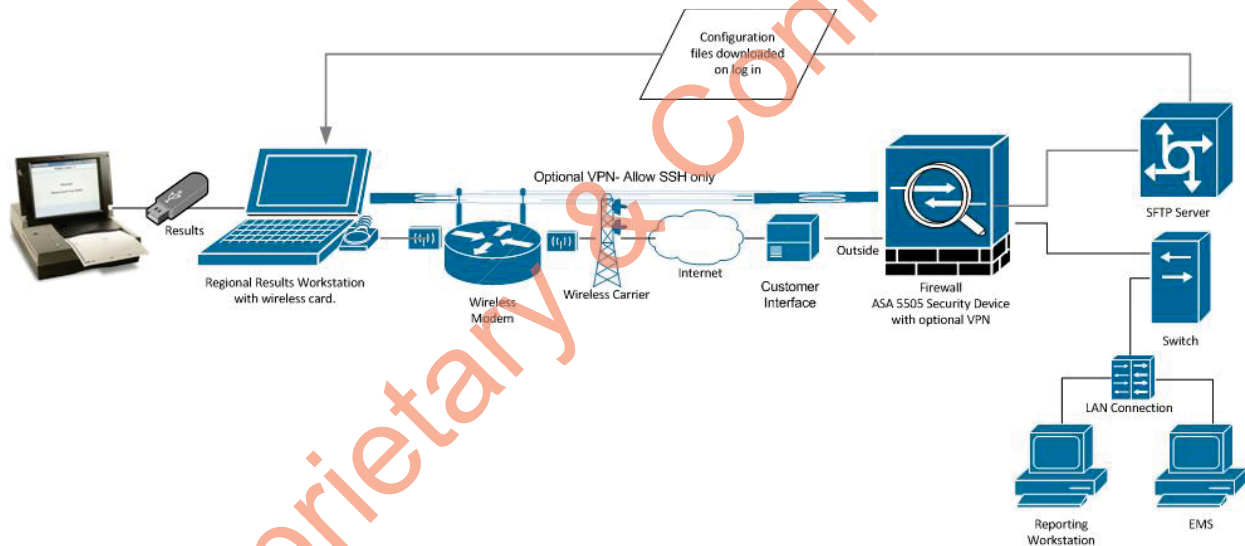
Port 22 is specific to the protocol used to send results. This port may not be open by default.

- VPN connection (optional)
  - Election Central
    - ◆ VPN Server setup
    - ◆ VPN User and Password setup in VPN Server
    - ◆ Routable Static Destination IP, i.e. VPN Server IP

- Remote Site
  - ◆ VPN Client
  - ◆ Regional Results Transfer uses the internal Data Communications Server IP address to access the SFTP Server
- SFTP
  - SFTP Server set up at central
  - User name and password
  - User XML and manifest XML created in Electionware

## 2.3 Wireless Broadband

Supported wireless carriers include: Sprint, Verizon, and AT&T.



### Requirements:

- Regional Results Transfer computer with wireless LAN card (based on 802.11)
- Wireless network access point with Internet connection, e.g. hotspot
- ASA 5505 firewall at central connected to the Internet
- SFTP
  - SFTP Server set up at central