

Democracy Suite[®] EMS ImageCast[®] Voter Activation User Guide

Version: 5.13-A::2

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Table of Contents

Chapter 1: ICVA Introduction	1
1.1 Document Use	1
1.2 Relevant Disclaimers	1
1.3 Overview	1
Chapter 2: ICVA Configuration	2
2.1 Running the Application for the First Time	2
2.2 Voting Modes	4
Chapter 3: Activating and Reading Voter Cards	6
3.1 Reviewing and Canceling a Voter Session	10
3.2 Error Codes	12
Chapter 4: View Session Report	14
Revision History	16
List of Figures	17

CHAPTER 1: ICVA INTRODUCTION

1.1 Document Use

This document is intended for use with the Democracy Suite® 5.13-A platform.

1.2 Relevant Disclaimers

This document may make reference to certain Democracy Suite functionalities that are not part of the current 5.13-A campaign and should be disregarded throughout the document.

For a full list of relevant disclaimers, please see the “Relevant Disclaimers” section in the *2.02 - Democracy Suite® System Overview* document.

1.3 Overview

The ImageCast Voter Activation (ICVA) application is a polling location tool which allows the poll workers to program smart cards for voters. The smart cards are be used to activate voting sessions on the following devices:

- ImageCast Evolution (ICE)
- ImageCast X (ICX)

The ICVA application depends on the following prerequisites being installed on the same computer:

- The driver for the qualified Smart Card reader
- The DVS Smart Card Helper Service

When the ICVA application first runs, it reads in a list of activation codes for the election, by polling location. Once the initial configuration is performed and the polling location is identified by the poll worker, the application will be waiting idly for smart cards to programmed and/or read.

The application can program new or overwrite used smart cards, with activation codes chosen by the poll worker.

CHAPTER 2: ICVA CONFIGURATION

This chapter describes how to correctly configure the ICVA application for use at the polling location.

2.1 Running the Application for the First Time

This section describes running the application and performing some basic configuration steps.

1. To start the application, double-click the **ICVA** shortcut located on the desktop.
2. When the application starts, the user will be prompted to insert the poll worker smart card, in order to authenticate the user, see Figure 2-1.



Figure 2-1: Insert Poll Worker Smart Card screen

3. When the card is inserted, the application will prompt the poll worker for the pin, in order to perform authentication, see Figure 2-2

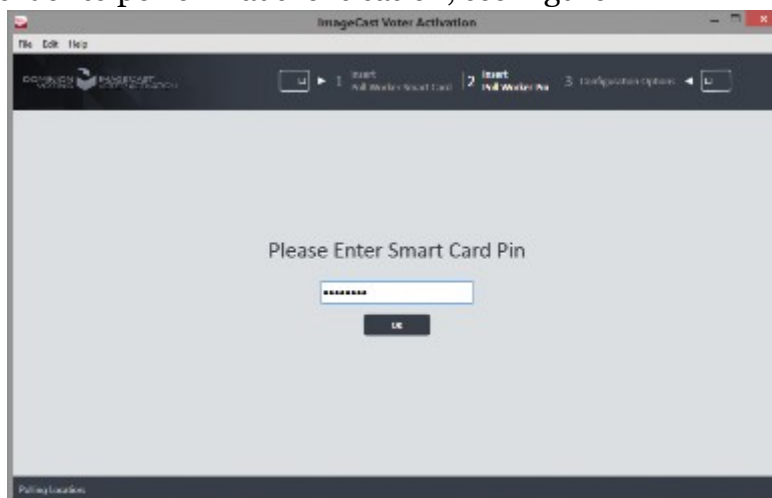


Figure 2-2: Enter Poll Worker Pin screen

- When the poll worker is successfully authenticated, the application prompts the user to identify the activation code configuration file which the application should refer to. This file is exported from the election definition project from the EMS Election Event Designer (EED) application, see Figure 2-3.

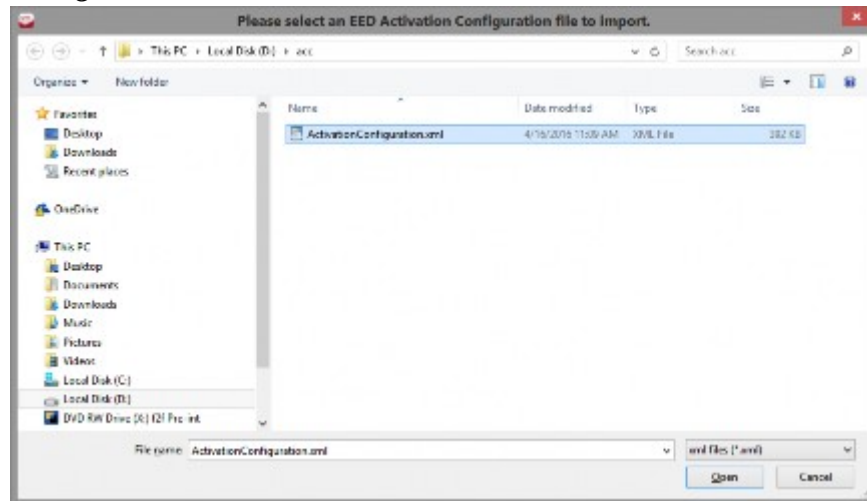


Figure 2-3: Browse to Activation Code Configuration File screen

- If you have already created this file in EED and imported in ICVA, skip to step 8. Otherwise, open the election project in EED on your EMS workstation, and perform the next two steps.
- In the Election Project menu, select the **Export** menu item and click the **Activation Configuration** item, see Figure 2-4.

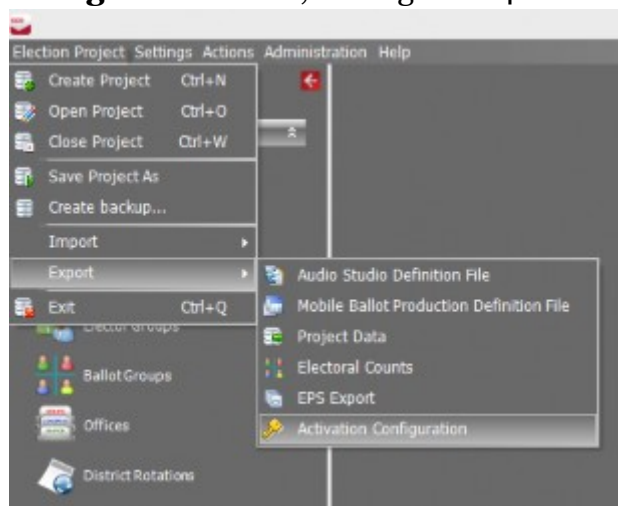


Figure 2-4: Exporting the Activation Code Configuration File screen

- In the Save As dialog, navigate to the location where the file should be saved, and click **Save**. This file must be transported to the polling location

computer where ICVA is running, see Figure 2-5.

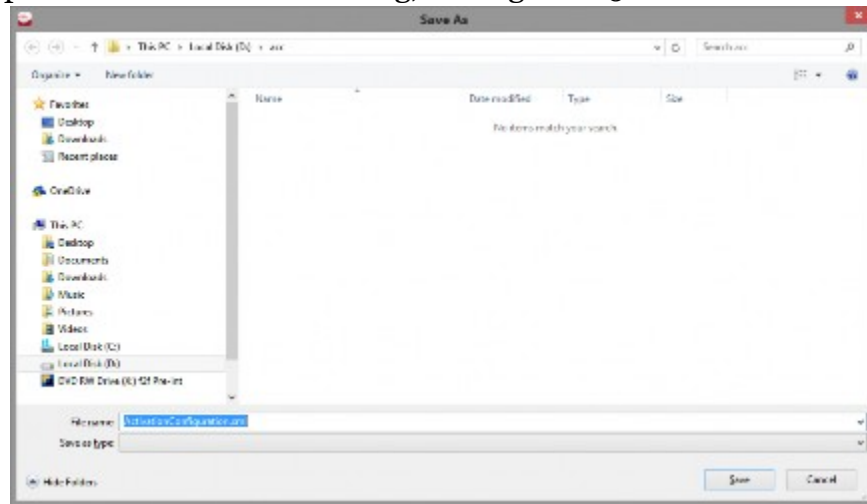


Figure 2-5: Saving the Activation Code Configuration File dialog

8. The user must indicate the polling location they are at in the configuration screen.
9. When all the settings have been applied, click **Save**.

NOTE: If there is only one polling location it will be selected automatically and Configuration Options screen will not be displayed, see Figure 2-6

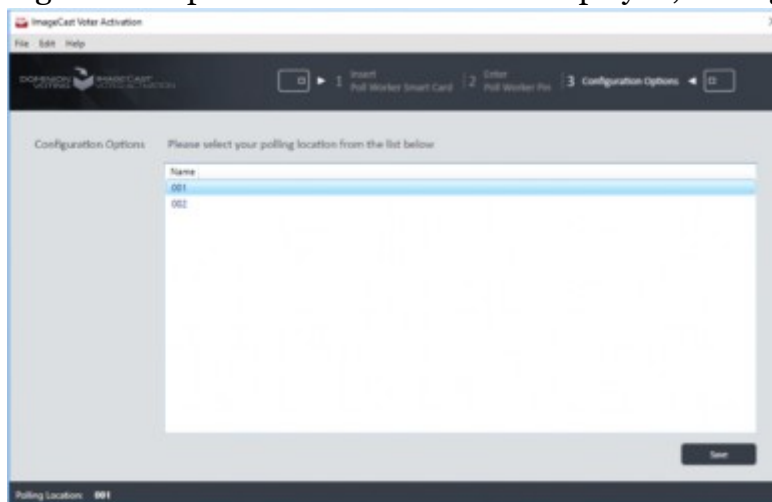


Figure 2-6: Configuring ICVA screen

Now that the configuration steps have been completed, the application will be ready to accept voter smart cards for programming or reading.

2.2 Voting Modes

It is possible to choose different voting modes for ICVA.

The following modes are available:

- None (default).
 - Provisional.
 - Challenged.
1. To access these settings in EED go to Settings > Project parameters (Be sure to be in Ballots Generated status), see Figure 2-7.



Figure 2-7: Location of Project Parameters in EED

2. In the Project Parameters screen on the General tab there is a drop-down menu for selection of the Voting Mode called **Conditional Voting Mode**, see Figure 2-8

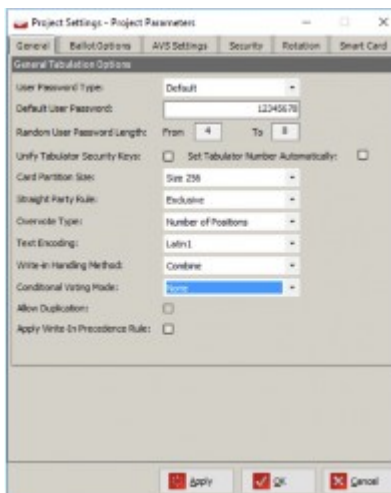


Figure 2-8: Conditional Voting Mode in Project Parameters screen

3. Export of Activation Configuration is required after changing previously set mode.

CHAPTER 3: ACTIVATING AND READING VOTER CARDS

When the ICVA application has been started, and configured properly, it will be waiting for the first Voter smart card to be inserted for programming.

The following steps describe the typical card activation and reading cycle.

1. A prompt will be displayed to the poll worker, asking for a voter smart card to be inserted, see Figure 3-1.



Figure 3-1: Insert Voter Smart Card screen

2. The poll worker will be presented with a list of applicable activation codes and their descriptions for the polling location where ICVA is running. Select the correct activation code for the voter, and click **Activate Voter Card**.
3. If the card is not empty the current content of card will be presented in the bottom right corner of the screen, see Figure 3-2.
The following content is provided:

- Status
- Activation Code
- Creation Time

The possible card statuses are:

- Not Voted
- Logged in
- Language Selection
- Party Selection

- AVS Device Selection
- Ballot
- Review
- Voted

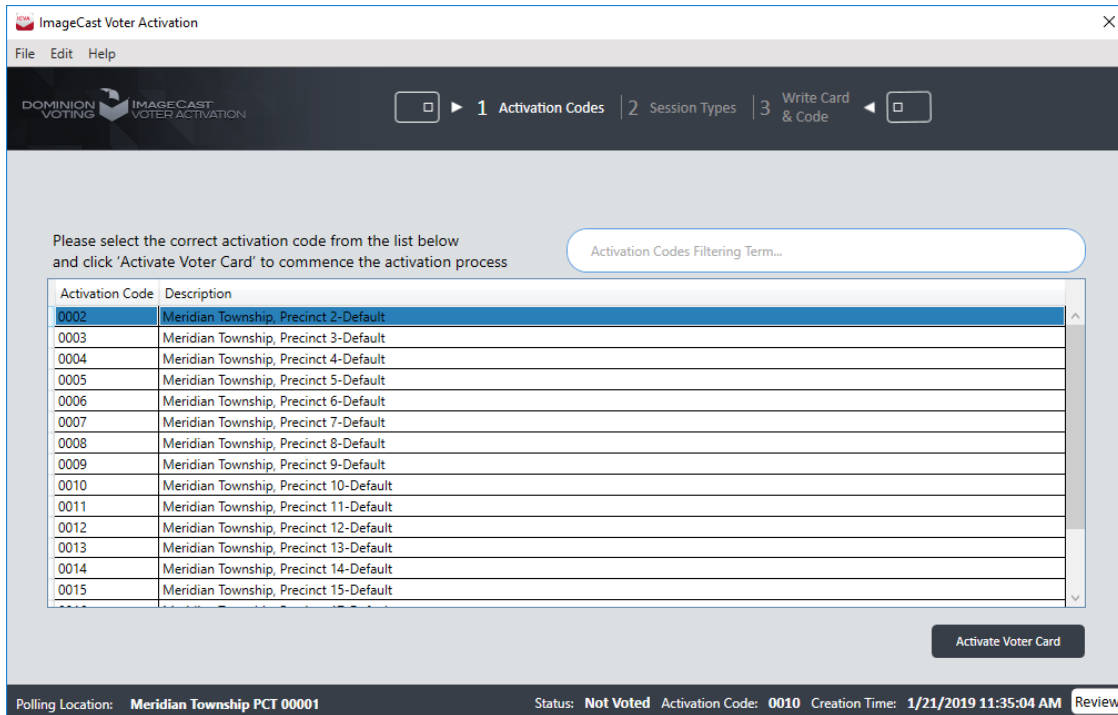


Figure 3-2: Selecting a Voter Session Activation Code screen

To review all voter session data click on **Review** button, see “Reviewing and Canceling a Voter Session” on page 10.

4. If ICVA has been configured to support activation of Accessible Voting Sessions (AVS) at the polling location where it is running, see “Running the Application for the First Time” on page 2, the poll worker will be prompted to choose the type of session to activate: Standard or Accessible. Click the button representing the correct session type for the voter to move to the next step, see Figure 3-3.

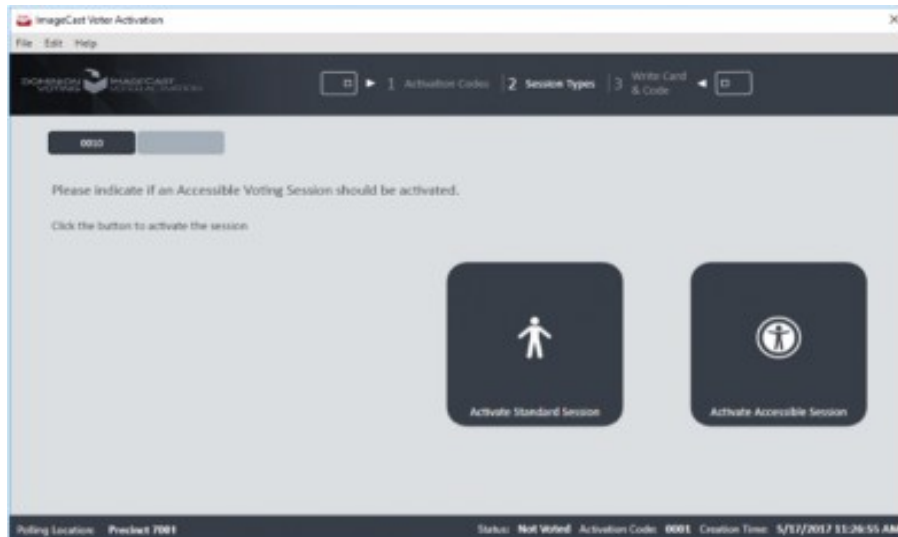


Figure 3-3: Indicating if Voter Session is Accessible screen

If ICVA has been configured to support provisional or challenged voting at the polling location where it is running, see *“Voting Modes” on page 4*, the poll worker will be prompted to choose the type of session to activate: Regular, or, depending on the type of conditional voting in the project configuration, Provisional or Challenged. Click the button representing the correct session type for the voter to move to the next step.

5. When the Poll Worker finishes choosing the session types, the application will start writing the data to the card, see Figure 3-4.

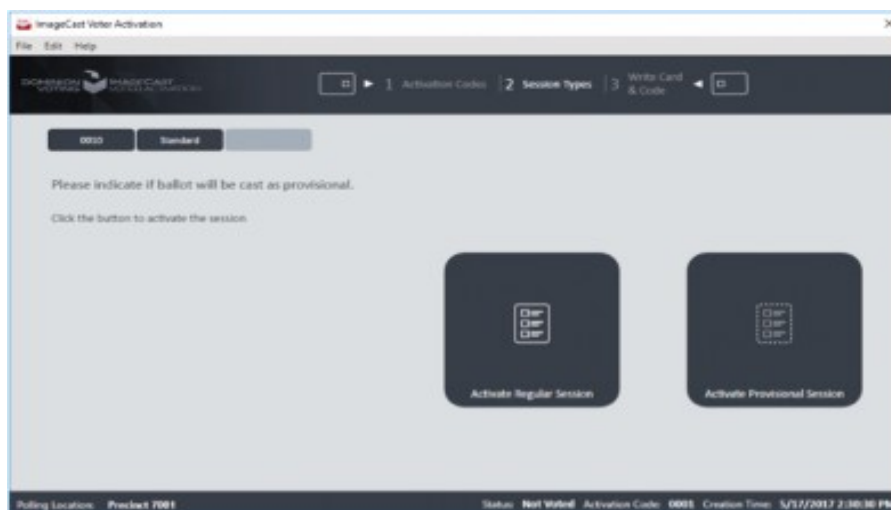


Figure 3-4: Indicating if Voter Session is Provisional or Challenged screen

6. The application will indicate that the selections are currently being written to the voter card, and the user will be instructed not to remove the smart card, see Figure 3-5.

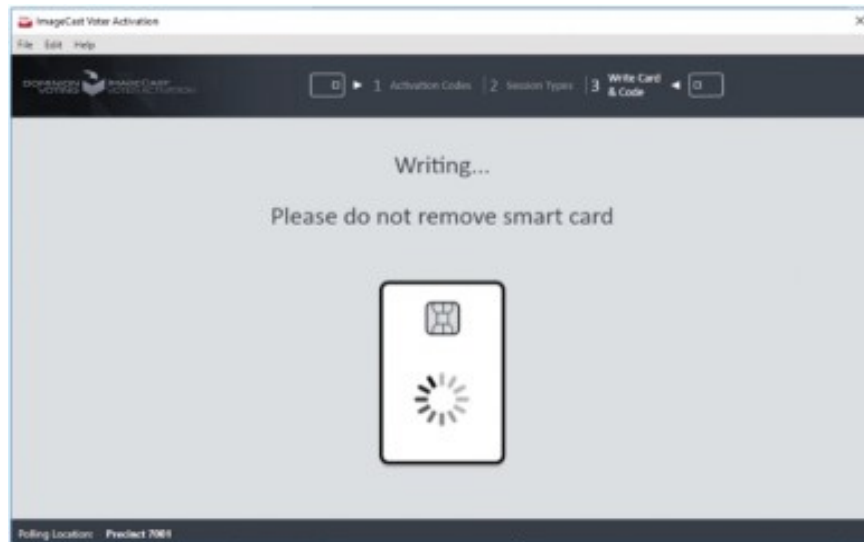


Figure 3-5: Programming Voter Card screen

7. If ICVA has been configured to support provisional or challenged voting at the polling location where it is running, see *“Voting Modes” on page 4*, the poll worker will receive a unique code that needs to be written together with the voter’s name.
For provisional voting, Activate Provisional Session must be selected to receive this code, see Figure 3-6.



Figure 3-6: Code needs to be written together with voter’s name screen

8. The application will inform the user that the card has been successfully programmed, see Figure 3-7.

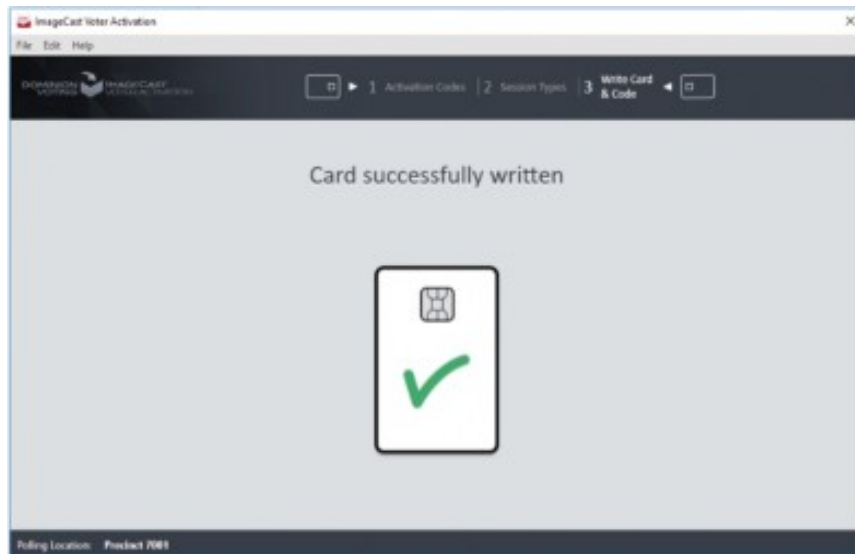


Figure 3-7: Card Successfully Written screen

9. The application will prompt the user to remove the smart card. Once it is removed, the poll worker will be presented with the situation in step 1 - the application will be waiting for a voter card to be inserted, see Figure 3-8.



Figure 3-8: Remove Written Card screen

3.1 Reviewing and Canceling a Voter Session

If the inserted voter card is not empty (contains voter session), the poll worker can review the current voter session by clicking **Review** in the bottom right corner.

The voter session data, which exists on the card and voter session activation status

from the **Session** report, will be displayed.

In cases where a voter may flee prior to voting, or a card is inactivated in error, the poll worker can mark the current active voting session in the **Session** report as canceled/no longer active by clicking on **Cancel Session** button. If the voter session is canceled, cancellation time will be displayed.

After reviewing current voter session, the poll worker can either activate the voter card or exit the voter card, see Figure 3-9.

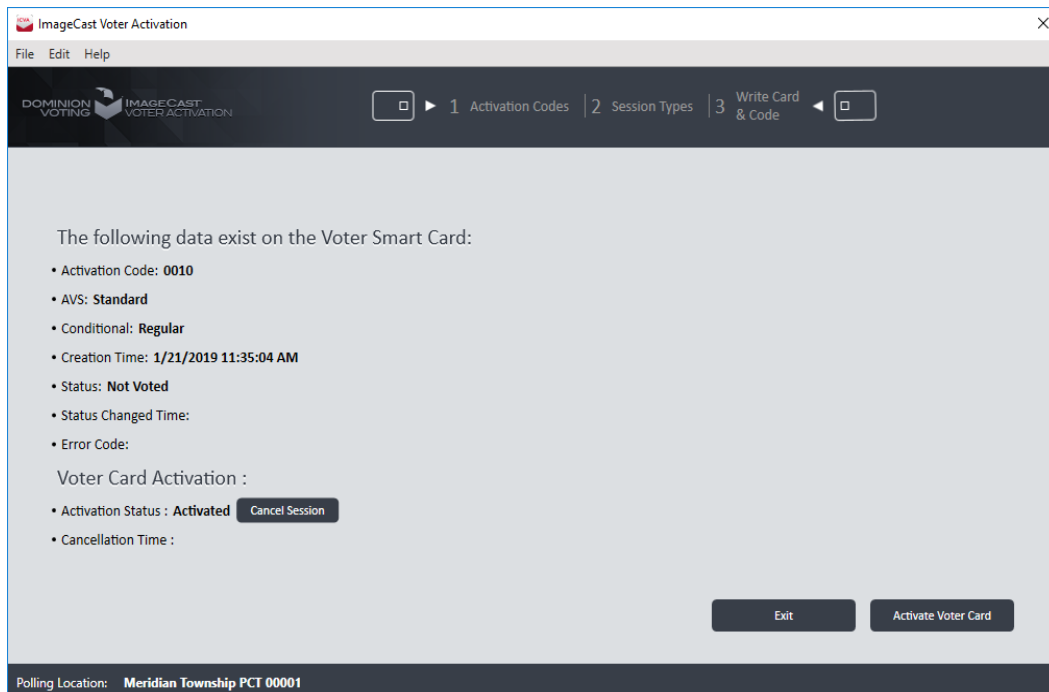


Figure 3-9: Reviewing and canceling current voter session

3.2 Error Codes

The following is a list of error codes written on the Voter's smart card with their description:

- 0 - Initial state (there is no error)
- 10 - Card data error
- 20 - Invalid Ballot
- 21 - Invalid session Id
- 22 - Invalid verification code
- 30 - Error loading the election data
- 31 - Retry connection dialog displayed
- 40 - Already voted
- 41 - The voter card with an already initialized voting session
- 50 - Failed to initialize TTS engine
- 60 - Business Rule Violation
- 70 - Cast Ballot Error
- 71 - No Ballot Header png
- 72 - Cast Ballot Error creating electronic ballot failed
- 73 - Cast Ballot Error sending data to printer failed
- 74 - Cast Ballot Error Printer not found
- 75 - Cast Ballot Error Printer Door Open
- 76 - Cast Ballot Error Printer Paper Jam
- 77 - Cast Ballot Error Printer Paper Jam
- 78 - Cast Ballot Error Printer Service Cycle Power
- 79 - Cast Ballot Error Printer Unspecified Error
- 80 - Cast Ballot Error Printer Load Paper
- 81 - Cast Ballot Error Printer Hardware Error
- 82 - Cast Ballot Error Printer Black Cartridge missing
- 83 - Print Ballot document could not be created
- 84 - Cast Ballot Error Vote was not counted but the application has already changed the voter card status to "CAST" and an end voting time and tabulator

number have been inserted.

CHAPTER 4: VIEW SESSION REPORT

The Session Report contains the number of activated smart cards that are displayed at the top of the report.

To open the View Session Report, perform the following steps:

1. Expand the **File** menu and click on the View Session Report menu item.
2. Session Report screen will appear, see Figure 4-1.

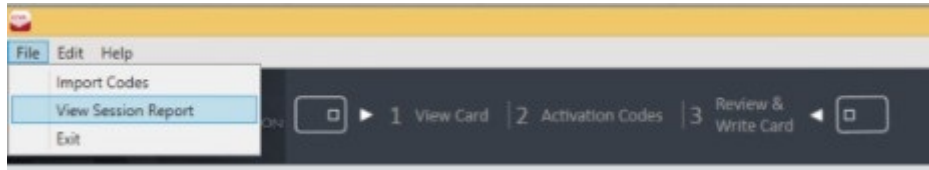


Figure 4-1: View Session Report menu screen

3. The total number of activated voter cards and number of activated cards in the current session are displayed at the top of the report. Furthermore, report shows number of activated cards which are canceled, see Figure 4-2.

For each burned smart card included in the Session Report, a Report Grid (table) is produced containing the following fields:

- **Activation Code:** The value of the activation code stored on the smart card.
- **Session Start Time:** The time when the session started.
- **Write Time:** The time when the session ended.
- **AVS support** (Optional).
- **Conditional/Challenged smart card settings** (Optional)
- **Canceled:** If voter session is canceled, the time when voter card session is canceled.
- **Error Code:** If the voter session is canceled, or there is an error during the voter session, an error code will display.

Number of activated smart cards				
	Activated	Cancelled		
Total:	5	1		
Current Session:	3	0		
Activation Code	Accessible Voting Support	Session Start Time	Write Time	Cancelled
0002	Standard	1/21/2019 11:32:35 AM	1/21/2019 11:33:40 AM	1/21/2019 11:34:57 AM
0010	Standard	1/21/2019 11:32:35 AM	1/21/2019 11:35:04 AM	
0015	Standard	1/22/2019 9:55:51 AM	1/22/2019 9:58:24 AM	
0018	Standard	1/22/2019 9:55:51 AM	1/22/2019 9:58:47 AM	
0018	Accessible	1/22/2019 9:55:51 AM	1/22/2019 9:59:04 AM	

Reset Close

Figure 4-2: Counter of Activated Cards screen

A user can reset (delete) all the content by pressing the Reset button. The user can also close the report by pressing the Close button.

REVISION HISTORY

Rev.	Date	Summary
2	11-10-2022	Content revisions throughout
1	04-19-2022	Branched for 5.13-A.

LIST OF FIGURES

Figure 2-1: Insert Poll Worker Smart Card screen	2
Figure 2-2: Enter Poll Worker Pin screen	2
Figure 2-3: Browse to Activation Code Configuration File screen	3
Figure 2-4: Exporting the Activation Code Configuration File screen	3
Figure 2-5: Saving the Activation Code Configuration File dialog	4
Figure 2-6: Configuring ICVA screen	4
Figure 2-7: Location of Project Parameters in EED	5
Figure 2-8: Conditional Voting Mode in Project Parameters screen	5
Figure 3-1: Insert Voter Smart Card screen	6
Figure 3-2: Selecting a Voter Session Activation Code screen	7
Figure 3-3: Indicating if Voter Session is Accessible screen	8
Figure 3-4: Indicating if Voter Session is Provisional or Challenged screen	8
Figure 3-5: Programming Voter Card screen	9
Figure 3-6: Code needs to be written together with voter's name screen	9
Figure 3-7: Card Successfully Written screen	10
Figure 3-8: Remove Written Card screen	10
Figure 3-9: Reviewing and canceling current voter session	11
Figure 4-1: View Session Report menu screen	14
Figure 4-2: Counter of Activated Cards screen	15

End of Document

