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Functional Tests for Hart 6.2.1 with Windows 7

The following test script was used for functional testing at Douglas County on July 31, 2013.

Software Components:

- eCM Manager 1.1.7
- BOSS 4.3.12
- Ballot Now 3.3.11
- Ballot Now 3.3.12
- Tally 4.3.10
- Rally 2.3.7

Equipment Used:

- One eCM encryption key
- Two Hart card readers
- One Kodak i660 scanner
- One Canon DR-X10C scanner
- Five Dell OptiPlex 9010 desktop computers
- Douglas County Mock Election Database
- Test Deck of 50 ballots
- Four Mobile Ballot Boxes (MBBs)

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eCM Manager 1.1.7

Test	Task	Expected Outcome/Notes	Pass/Fail
Launch eCM Manager	Double-click eCM Manger icon	App launches without logging in	Pass
Create a signing key	Insert eCM module Enter Key ID, module PIN and enter PIN again in Confirm field Select New Signing Key eSlate Cryptographic Module Data populates with the new Key ID and the Key GUID. Write the new signing key to module	New key is created	Pass
Write module	Perform New Signing Key or Open File per steps above/below. Insert eCM module Select Write Module button Select OK on the popup message Module Written message appears. Select OK.	Write Module popup message: "This will erase all data in the eSlate Cryptographic Module. Do you want to continue?" Writing module window displays while module is written.	Pass
Read module	Insert eCM module Enter module PIN; enter again in Confirm field Select Read Module	Searches for module Reads module eSlate Cryptographic Module Data populates with the Key ID and the Key GUID if the module contains the expected key	Pass

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Test	Task	Expected Outcome/Notes	Pass/Fail
Save file	Perform Read Module or Write Module per steps above. eSlate Cryptographic Module Data populates with the Key ID and the Key GUID. Select Save File	The Save As window appears. Navigate to the desired folder to save the file. Leave the default name or rename without changing the .eCM file extension.	Pass
Open file	Select Open File Navigate to a folder with the saved .eCM file and select Read Module. Write the new signing key to module	The eSlate Cryptographic Module Data populates with the Key ID and the Key GUID of the saved file. The bottom left corner of the window indicates "Opening file … done."	Pass
Verify module	Insert an eCM module Enter module password; enter again in Confirm field Select Verify Module Select OK on popup message.	Searching for modules…verifying module contents….done (or failed if not a match and a message pops up: "Reading this module failed. The PIN may be incorrect or the module may not have been correctly written.") eSlate Cryptographic Module Data populates with the Key ID and the Key GUID if the module contains the expected key. “The module contents match the displayed Module Data” displays for a successful verification.	Pass

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BOSS 4.3.12

Test	Task	Expected Outcome/Notes	Pass/Fail
Launch BOSS	Double-click BOSS icon	By default the Open Database window opens	Pass
Open a database	From the file menu, select Open Database. Double-click (or highlight and select OK) the database [Win7 Data Entry] to open from the list of available databases.	The database opens to the Jurisdiction Tab with the election description at the top of the window.	Pass
View Ballot Data Validation	From the Election Menu choose Ballot Formats	Ballot Data Validation displays showing all items with green dot confirming all elements are complete	Pass
Preview ballot in different templates	From the Election Menu choose Ballot Formats>Ballot Templates tab Choose one eSlate template and one paper ballot template and choose Generate Preview. CLOSE to REJECT the preview to either view other template combinations or make changes using the tabs and fields as described in previous steps.	eSlate and Paper Ballot templates display Ballot Preview screen displays properly and can be reviewed for formatting or proofing errors A confirmation screen displays announcing the ballot is being rejected	Pass
Generate ballots	For testing, choose the standard 2 column EN eSlate template and the 8.5x11 EN paper templates. Preview. ACCEPT ballot when template choices are previewed in all ballot styles and confirmed. Message "Please insert eSlate Cryptographic Module and then select Retry" displays. Enter eCM PIN.	Confirm Ballot Acceptance window displays to confirm ACCEPT After eCM PIN is accepted BOSS generates audio and ballot files and displays Ballot Accepted.	Pass

Test	Task	Expected Outcome/Notes	Pass/Fail
Write ballot media without the AutoDetect feature	From the Election menu select Write MBBs to display the Write Ballot Media window. Set the Card Type radio button to MBB, Mode to Test and Quantity 1 >click Write Media button Choose Next on the Card Writing Wizard window without checking the Auto detect box.	The Welcome to the Card Writing Wizard displays showing "1 Devices Detected" Card Writing Wizard shows progress bar with message that the card was inserted. When card has been successfully written a message displays "Labeling image as - N (where N is the MBB number). The list of MBBs increments up by the number of MBBs written (if any had already been written the number would not increment to match the MBB number. Test Note: 2 MBBs were written.	Pass
Write ballot media with the AutoDetect feature	From the Election menu select Write MBBs to display the Write Ballot Media window. Set the Card Type radio button to MBB, Mode to Election and Quantity 2 >click Write Media button Check the box to Automatically begin writing once cards have been detected; insert MBB.	The Welcome to the Card Writing Wizard displays showing "1 Devices Detected" Card Writing Wizard shows progress bar with message that the card was inserted. When card has been successfully written a message displays "Labeling image as - N (where N is the MBB number). The list of MBBs increments up by the number of MBBs written (if any had already been written the number would not increment to match the MBB number. Test Note: 2 MBBs were written.	Pass
Archive database in “Generated” status before finalizing	From the menu item File>Open Database (highlight the desired database) and choose Archive Database button Choose SAVE when pointing to the correct folder.	The Archive BOSSDATA.DB window displays. Browse to the folder labeled BOSS Archive N Cards (where n is the total number of MBBs written. BOSS displays a message that the database is archived. Test Note: 4 MBBs were archived.	Pass

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Test	Task	Expected Outcome/Notes	Pass/Fail
Finalize database for Tally	From the file menu, select Open Database. Double-click the Generated database to open from the list of available databases. Choose CLOSE From the Administration menu, select Non Election Tasks Finalize Election for Tally. Select <YES> in the Finalize Election for Tally windows. From the Administration menu item choose Finalize Election for Tally.	The database opens to the Jurisdiction Tab. The application window is now empty. Message displays indicating you are logging off the current database. YES to proceed. Warning message displays to alert the user that this will disallow any writing of MBB or Audio cards. Continue? <YES> The Open Database window appears and the database status is changed to Finalized.	Pass

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Ballot Now 3.3.11 (Kodak i660 scanner)

Test	Task	Expected Outcome/Notes	Pass/Fail
Setting changes for Kodak i660 multi-feed detection	Regedit.exe>set HKEY_LOCAL-MACHINE'SOWFTWARE\WES\BallotNow\Options\Advanced = 1 to enable From an open BN database scan one ballot/cancel scan to load the new advanced settings Election> Program Options>Advanced Scanner Settings Click the MORE button to display the scanner settings Scan tab>check Ultrasonic Detection and set Sensitivity = High OK>check Use settings on startup (although these settings must be set every time BN is launched) Save settings>Close>Save Reboot PC	Multi-feed detection settings change	Pass
Launch Ballot Now	Double-click the Ballot Now icon Insert MBB for the election (note the ID # on the MBB label <ENTER> Type the eCM PIN <ENTER> At the prompt, select the intended database. Adjust the BNIP and Ballot Now windows to monitor the BNIP processing.	Ballot Now <no election> window displays with Election, Admin and Help Insert MBB prompt displays The eCM PIN Required window displays The Select Election window displays	Pass

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Test	Task	Expected Outcome/Notes	Pass/Fail
Set Program Options and print reports	File>Program Options>Scanner Setup Scanner Setup tab – choose Kodak 600 series Select Disallow Duplicate Ballots Select Disallow Incomplete Ballots Ballot Printing tab – choose Select Printer to verify the default printer is OKI C711 for both print to file and on demand printing. Select Enable Ballot Serial Numbering Ballot Resolution tab – confirm all resolution choices are deselected <SAVE> From the Reports menu item print any requisite reports to PDF for the pre-scanning system record.	All options persist after saving and all reports requested display properly and are saved as PDF properly.	Pass

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Test	Task	Expected Outcome/Notes	Pass/Fail
Verify scanner connection with ballots	From the Scan menu item choose Select Election Source and Choose Absentee <OK> From the Scan menu item choose Scan Ballots Load paper (ballots or other paper) into the bottom tray. Choose Start Scan Processing Ballots window displays during the scan. Scan Batch Complete window displays giving the operator information on the number of accepted / rejected ballots and pages. Remove paper / ballots from the output tray and secure.	The Scan Ballots window displays The bottom elevator tray will rise to begin the scanning. Ballot images display during the scanning process allowing the operator to monitor skew, dust or other noise in the scan. <CANCEL> to avoid saving images if ballots are skewed.	Pass
Print ballots on demand	Set Program Options verify Print to File is NOT checked and verify the OKI printer is the SYSTEM default printer. Select Print> Print Ballots, Select Entity and one precinct from drop down list; select party if applicable, Select quantity to print for that precinct. Choose Print	Ballots print without error. Test Note: A printer was not connected to the Ballot Now PC, so this was not tested.	Not Tested

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Test	Task	Expected Outcome/Notes	Pass/Fail
Print ballot to file	Verify Print to File is checked in the Print Option Verify the OKI printer is the SYSTEM default printer Select Print> Print Ballots >Select Entity and one precinct from drop down list; select party if applicable Select quantity to print for that precinct; <Print> Browse to a previously setup Ballot Print File folder, enter <filename.ps> and <SAVE>. Verify output is correct. Double-click the *.ps file to launch Distiller and create the <filename.pdf> file.	Program Options>Ballot Printing tab - verify Print to File is checked Ballot post script file is saved to correct folder. Ballots are properly created with correct fonts in the PDF. Test Note: Test ballots were printed to a PDF file, transferred to another computer system, and printed for the test deck.	Pass

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Test	Task	Expected Outcome/Notes	Pass/Fail
Print ballots using Print Server	Create and paste the *.bnp file governing the printing of the ballots following specifications provided in the InputFuileReadme.txt file in the Ballot Now Print Queue folder. Create a …\Ballot Now\Print Queue\Output folder From the Print menu > Print Ballots click Print Server. Set default file locations by: Browsing to the Import File location (usually …\Ballot Now\Print Queue folder) and output file location (usually …\Ballot Now\Print Queue\Output folder) Choose the radio button to enable the print server OK and ballots will begin to generate and save in a PostScript file named to match the *.bnp file name in the default (Output) folder. Browse to the Export File location (Output folder) and view the PostScript file. Double-click the *.ps file to launch Distiller and create the <filename.pdf> file containing all ballots as created by the *.bnp file.	Print Ballots window appears. The Ballot Now Print Server window appears with the Setup Ballot Now Print Server panel. The Print ballots window displays with an inactive Print button. Print queue immediately reads/deletes the *.bnp file, generates PostScript	Pass

Test	Task	Expected Outcome/Notes	Pass/Fail
Scan ballots	From the Scan menu item choose Select Election Source (Absentee, Election, Early) source as applicable <OK> From the Scan menu item choose Scan Ballots; Load VOTED ballots into elevator tray in pre-determined batch sizes. Choose Start Scan Scan Batch Complete window displays giving the operator information on the number of accepted and rejected ballots and pages. <SAVE> accepted ballots to begin image processing. Remove ballots from the output tray and secure. The Scan Batch report can be printed to PDF at any time from the Reports menu.	Choices display properly. The Scan Ballots window displays (Enter any Scan Batch Notes) Processing Ballots window displays during the scan. Ballot images display during the scanning process allowing the operator to monitor skew, dust or other noise in the scan. Note the Ballots Processed number incrementing in the BNIP window in the bottom right corner. If any ballots are rejected, remove from the batch and review based on the reason described in the Scan Batch report which can be viewed from the Scan Batch Complete window or the Reports menu option. Rescan in the next batch. Report prints properly and saves as PDF correctly.	Pass

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Test	Task	Expected Outcome/Notes	Pass/Fail
Test Multi-sheet feed detection functionality during standard ballot scanning	From the Scan menu item choose Select Election Source (Absentee, Election, Early) source as applicable <OK> Tape two ballots together (tape on both long sides) to simulate multi-sheet feed condition. Place the taped ballot in the middle of the batch of properly printed, properly marked ballots. From the Scan menu item choose Scan Ballots; Load properly printed, properly marked ballots into elevator tray. Choose Start Scan Scan Batch Complete window displays giving the operator information on the number of accepted and rejected ballots and pages. <SAVE> accepted ballots to begin image processing. Remove ballots from the output tray and secure. The Scan Batch report can be printed to PDF at any time from the Reports menu.	Scanner is not expected to recognize the taped ballot as a multi-sheet feed and stop without scanning the pages. Scan Batch Complete window displays giving the operator information on the number of accepted and rejected Test Note: The multi-sheet feed detection is not enabled in this test so detection of this condition is not expected to occur. When operating in this mode the scanner operator should ensure that the number of ballots scanned is the same as the batch size before accepting the scan batch.	Pass

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Test	Task	Expected Outcome/Notes	Pass/Fail
Test Multi-sheet feed detection using Advanced Scanner settings	Change registry settings to enable Advanced settings (first step of this test script) From Program Options>Scanner tab click Advanced Scanner settings, and enable Ultrasonic detection with high sensitivity. From the Scan menu item choose Select Election Source (Absentee, Election, Early) source as applicable <OK> Tape two ballots together (tape on both long sides) to simulate multi-sheet feed condition. Place the taped ballot in the middle of the batch of properly printed, properly marked ballots. From the Scan menu item choose Scan Ballots; Load properly printed, properly marked ballots into elevator tray. Choose Start Scan Scan Batch Complete window displays giving the operator information on the number of accepted and rejected ballots and pages. <SAVE> accepted ballots to begin image processing. Remove ballots from the output tray and secure. The Scan Batch report can be printed to PDF at any time from the Reports menu.	Scanner is expected to recognize the taped ballot as a multi-sheet feed and stop without scanning the pages. Scan Batch Complete window displays giving the operator information on the number of accepted and rejected. Test Note: A multi-sheet ballot was detected when it was within a group of ballots. The scanner beeped and stopped scanning. The multi-sheet ballot was reported as “accepted.”	Pass

Test	Task	Expected Outcome/Notes	Pass/Fail
Review ballots resolution status	The Resolve Status report displays by batch the total number of ballots, total unresolved, total resolved and total not processed. Review this report to confirm all ballots were processed and identify ballots that required resolution.	Report can be reviewed	Pass
Process all ballots	Repeat scanning until all ballots are processed.	Multiple batches are processed properly.	Pass
Resolve ballots	Ballot resolution is for contests with damaged, overvoted, or undervoted contests. Ballots not voted properly, i.e., option boxes not completely filled in with blue or black ink, may require resolution. Dirt, specks, etc., on the scanner may cause an option box to report a mark that is not on the ballot. From the REPORT menu, choose and view Resolve Status Report to verify all ballots have been processed and identify the number of Unresolved ballots. From the Resolve menu choose Resolve . From the Resolve Ballot window <SELECT ALL> in the bottom right All Ballots section and <REFRESH>. Choose the + next to the ballot to review. Double-click a ballot to view. Resolve any issues on the ballot and save. Continue until all ballots are resolved in the batch.	The Resolve Ballot window displays properly. All scanned batches display in the tree.	Pass

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Test	Task	Expected Outcome/Notes	Pass/Fail
Save Cast Vote Records to MBB	When all ballots are processed and resolved, from the menu choose Write CVRs, Write Cast Ballots to MBB Choose Set Source to assign the source (Absentee, Early, Election) to the MBB. Choose Select All and all batches with that source will be checked Choose Write To MBB Once complete, the CVR Operations Status Report will display confirming the total number written to the MBB. Note: Cast Vote Records (CVR) cannot be saved if any ballots are unresolved or locked in the resolution window.	The Write Cast Ballots to MBB window displays all batches ready for writing. The writing status will display. All CVRs are saved to the MBB.	Pass

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Ballot Now 3.3.12 (Canon DR-X10C scanner)

Test	Task	Expected Outcome/Notes	Pass/Fail
Launch Ballot Now	Double-click the Ballot Now icon Insert MBB for the election (note the ID # on the MBB label <ENTER> Type the eCM PIN <ENTER> At the prompt, select the intended database. Adjust the BNIP and Ballot Now windows to monitor the BNIP processing.	Ballot Now <no election> window displays with Election, Admin and Help Insert MBB prompt displays The eCM PIN Required window displays The Select Election window displays	Pass
Set Program Options and print reports	File>Program Options>Scanner Setup Scanner Setup tab – choose Canon DR-X10C series Select Disallow Duplicate Ballots Select Disallow Incomplete Ballots Ballot Printing tab – choose Select Printer to verify the default printer is OKI C711 for both print to file and on demand printing. Select Enable Ballot Serial Numbering Ballot Resolution tab – confirm all resolution choices are deselected <SAVE> From the Reports menu item print any requisite reports to PDF for the pre-scanning system record.	All options persist after saving and all reports requested display properly and are saved as PDF properly.	Pass

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Test	Task	Expected Outcome/Notes	Pass/Fail
Verify scanner connection with ballots	From the Scan menu item choose Select Election Source and Choose Absentee <OK> From the Scan menu item choose Scan Ballots Load paper (ballots or other paper) into the bottom tray. Choose Start Scan Processing Ballots window displays during the scan. Scan Batch Complete window displays giving the operator information on the number of accepted / rejected ballots and pages. Remove paper / ballots from the output tray and secure.	The Scan Ballots window displays The bottom elevator tray will rise to begin the scanning. Ballot images display during the scanning process allowing the operator to monitor skew, dust or other noise in the scan. <CANCEL> to avoid saving images if ballots are skewed.	Pass
Print ballots on demand	Set Program Options verify Print to File is NOT checked and verify the OKI printer is the SYSTEM default printer. Select Print> Print Ballots, Select Entity and one precinct from drop down list; select party if applicable, Select quantity to print for that precinct. Choose Print	Ballots print without error. Test Note: A printer was not connected to the Ballot Now PC, so this was not tested.	Not Tested

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Test	Task	Expected Outcome/Notes	Pass/Fail
Print ballot to file	Verify Print to File is checked in the Print Option Verify the OKI printer is the SYSTEM default printer Select Print> Print Ballots >Select Entity and one precinct from drop down list; select party if applicable Select quantity to print for that precinct; <Print> Browse to a previously setup Ballot Print File folder, enter <filename.ps> and <SAVE>. Verify output is correct. Double-click the *.ps file to launch Distiller and create the <filename.pdf> file.	Program Options>Ballot Printing tab - verify Print to File is checked Ballot post script file is saved to correct folder. Ballots are properly created with correct fonts in the PDF.	Pass

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Test	Task	Expected Outcome/Notes	Pass/Fail
Print ballots using Print Server	Create and paste the *.bnp file governing the printing of the ballots following specifications provided in the InputFuileReadme.txt file in the Ballot Now Print Queue folder. Create a …\Ballot Now\Print Queue\Output folder From the Print menu > Print Ballots click Print Server. Set default file locations by: Browsing to the Import File location (usually …\Ballot Now\Print Queue folder) and output file location (usually …\Ballot Now\Print Queue\Output folder) Choose the radio button to enable the print server OK and ballots will begin to generate and save in a PostScript file named to match the *.bnp file name in the default (Output) folder. Browse to the Export File location (Output folder) and view the PostScript file. Double-click the *.ps file to launch Distiller and create the <filename.pdf> file containing all ballots as created by the *.bnp file.	Print Ballots window appears. The Ballot Now Print Server window appears with the Setup Ballot Now Print Server panel. The Print ballots window displays with an inactive Print button. Print queue immediately reads/deletes the *.bnp file, generates PostScript	Pass

Test	Task	Expected Outcome/Notes	Pass/Fail
Scan ballots	From the Scan menu item choose Select Election Source (Absentee, Election, Early) source as applicable <OK> From the Scan menu item choose Scan Ballots; Load VOTED ballots into elevator tray in pre-determined batch sizes. Choose Start Scan Scan Batch Complete window displays giving the operator information on the number of accepted and rejected ballots and pages. <SAVE> accepted ballots to begin image processing. Remove ballots from the output tray and secure. The Scan Batch report can be printed to PDF at any time from the Reports menu.	Choices display properly. The Scan Ballots window displays (Enter any Scan Batch Notes) Processing Ballots window displays during the scan. Ballot images display during the scanning process allowing the operator to monitor skew, dust or other noise in the scan. Note the Ballots Processed number incrementing in the BNIP window in the bottom right corner. If any ballots are rejected, remove from the batch and review based on the reason described in the Scan Batch report which can be viewed from the Scan Batch Complete window or the Reports menu option. Rescan in the next batch. Report prints properly and saves as PDF correctly.	Pass

Test	Task	Expected Outcome/Notes	Pass/Fail
Test Multi-sheet feed detection	From the Scan menu item choose Select Election Source (Absentee, Election, Early) source as applicable <OK> Tape two ballots together (tape on both long sides) to simulate multi-sheet feed condition. Place the taped ballot in the middle of the batch of properly printed, properly marked ballots. From the Scan menu item choose Scan Ballots; Load properly printed, properly marked ballots into elevator tray. Choose Start Scan Scan Batch Complete window displays giving the operator information on the number of accepted and rejected ballots and pages. <SAVE> accepted ballots to begin image processing. Remove ballots from the output tray and secure. The Scan Batch report can be printed to PDF at any time from the Reports menu.	Scanner is expected to recognize the taped ballot as a multi-sheet feed and stop without scanning the pages. Scan Batch Complete window displays giving the operator information on the number of accepted and rejected. Test Note: A multi-sheet ballot was detected when it was within a group of ballots. The scanner beeped and stopped scanning. The multi-sheet ballot was reported as "accepted."	Pass
Review ballots resolution status	The Resolve Status report displays by batch the total number of ballots, total unresolved, total resolved and total not processed. Review this report to confirm all ballots were processed and identify ballots that required resolution.	Report can be reviewed	Pass
Process all ballots	Repeat scanning until all ballots are processed.	Multiple batches are processed properly.	Pass

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Test	Task	Expected Outcome/Notes	Pass/Fail
Resolve ballots	Ballot resolution is for contests with damaged, overvoted, or undervoted contests. Ballots not voted properly, i.e., option boxes not completely filled in with blue or black ink, may require resolution. Dirt, specks, etc., on the scanner may cause an option box to report a mark that is not on the ballot. From the REPORT menu, choose and view Resolve Status Report to verify all ballots have been processed and identify the number of Unresolved ballots. From the Resolve menu choose Resolve . From the Resolve Ballot window <SELECT ALL> in the bottom right All Ballots section and <REFRESH>. Choose the + next to the ballot to review. Double-click a ballot to view. Resolve any issues on the ballot and save. Continue until all ballots are resolved in the batch.	The Resolve Ballot window displays properly. All scanned batches display in the tree.	Pass

Test	Task	Expected Outcome/Notes	Pass/Fail
Save Cast Vote Records to MBB	When all ballots are processed and resolved, from the menu choose Write CVRs, Write Cast Ballots to MBB Choose Set Source to assign the source (Absentee, Early, Election) to the MBB. Choose Select All and all batches with that source will be checked Choose Write To MBB Once complete, the CVR Operations Status Report will display confirming the total number written to the MBB. Note: Cast Vote Records (CVR) cannot be saved if any ballots are unresolved or locked in the resolution window.	The Write Cast Ballots to MBB window displays all batches ready for writing. The writing status will display. All CVRs are saved to the MBB.	Pass

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Tally 4.3.10

Test	Task	Expected Outcome/Notes	Pass/Fail
Launch Tally	Double-click the Tally icon	The Tally window with the Election Databases tab displays	Pass
Create database	From the Elections Databases tab, under Election Management > NEW <Browse> to navigate to the Finalized BOSS database and use as the basis for the new Tally database >NEXT. Choose Election Mode Tabulation and enter any custom information to the existing name >NEXT. Verify/change reporting date and time settings to enable reporting on current date>NEXT> CLOSE. On the Election Database tab highlight the newly created Tally database in the Existing Elections window and note the file path at the bottom of the window.	The Welcome to the Tally Database Wizard window displays, <NEXT> The database displays in the select a Database window. Opening the Database window displays. Configuring the Database window appears. Finishing up screen displays as the database is created.	Pass

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Test	Task	Expected Outcome/Notes	Pass/Fail
Open database, set reporting options and labels, create custom zero cumulative report, and print /export zero report	From the Election Databases tab under Existing Elections double-click to <SELECT> to open the desired database. From Menu item Options choose label options and change "Absentee" to "Mail Ballots." From Options Reporting tab report unresolved write-ins as a separate category and uncertified/rejected write-ins as a separate category. From Reporting tab choose Report Wizard Enter the name of the custom report, choose a base report - CUMULATIVE – and give the report a title - Zero Cumulative Report and choose NEXT. Choose all precincts, NEXT, all contests, NEXT From Reporting tab print the custom Zero Cumulative Report (Choose report setting as applicable-deselect combine Absentee and Early.) Verify all totals are zero. Create REPORTS desktop folder if one does not exist. Print precinct and other reports as desired. Export the zero report to PDF for the electronic copy.	Database opens Field populates properly Note these fields display on all reports. Custom Report Wizard opens All fields populate correctly and report is created. Report generates. Cumulative-ZERO.pdf is exported to Reports Folder Report properly displays and exports. 0.edx successfully exports to Tally Export Folder	Pass

Test	Task	Expected Outcome/Notes	Pass/Fail
Read and tabulate MBBs	Insert eCM token and insert the first MBB. Enter the eCM password. View the blue status bar on the right side of the Vote Total Information pane to verify the card is being read and monitor the light on the MBB.	Red light flashes on the Hart card reader. A message may display indicating the MBB is not closed; <YES> to OK past this message. This indicates the MBB was not closed in Ballot Now. The blue bars increase as MBBs are read; MBBs read successfully increments up for each MBB read.	Pass
Review and print Cumulative report	From the Reporting tab view a Cumulative report to verify results are correct. Export to PDF to produce electronic copy.	Report generates Report PDF is produced and saved.	Pass
Finalize database	From the Election Databases tab under Existing Elections highlight the desired database to finalize and <SELECT>. From the Election Information tab select <Finalize> Choose <YES> in the Confirm Database Finalize dialog box.	The database status will now display finalized.	Pass
Archive database	From the Election Databases tab under Existing Elections highlight the desired database to archive and <SELECT>. From the Election Information tab select <BACKUP> Use the Save in list box to navigate to the desired folder and <SAVE>	Message displays the election is saved.	Pass
Restore database	From the Election Information tab choose Restore database Choose the archived election saved prior to Tabulation	The election Databases tab populates with the restored election in "open" status.	Pass

Test	Task	Expected Outcome/Notes	Pass/Fail
Adjust votes	Using the restored database, from Menu >Options>Vote Adjustments - choose one precinct and mail ballot source to change overvotes in one contest. View a precinct report to confirm adjustment was made	Screen displays properly Adjustment is confirmed.	Pass
Resolve Write-ins	Using the restored election, open the database and choose the Write-In Resolution tab Choose Next Unresolved button Highlight the write in and choose ADD Choose SAVE Reject write-in - move uncertified write-ins to the rejected pane Enter text for eScan write-in - click on image to resolve, enter the name of the image in the field and choose ASSIGN. Choose SAVE	Database opens and the Write-In tab dropdown box populates with contests for this election Contest with an unresolved write-in appears and the unresolved Write-in Votes displays in the right pane Add Write-in candidate window appears Write-in now populates in the Candidates/Aliases pane. All data moves to proper pane and report accurately reflects the rejected. The Write-In image resolving pane displays the data entered over the graphic image and the name properly displays on reports. Write-in now populates in the Candidates/Aliases pane. Test Note: This function was not tested since there were no write-ins on our test ballots.	Not Tested
Export various reports	Launch the Export Wizard from File menu > Export and choose each desired export. Choose Next. Browse to the location to save the export, properly name each export and choose any customization (type of result if offered) and choose NEXT.	Reports generate and populate the assigned export folder. EDX files export to a user assigned folder location.	Pass

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Rally 2.3.7

Test	Task	Expected Outcome/Notes	Pass/Fail
Launch Rally	Double-click the Rally icon, run as Administrator and log in.	Rally "Unlabeled" window displays	Pass
Name the Rally station	From the Quick Links > Options choose the Station tab Enter the Rally station name, Rally 01>OK	The options window displays with "Unlabeled" in the Name field. Rally 01 appears in at the top of the main window.	Pass
View/save reports	From the Quick Links > Options choose the MBB Processing Report and the Internal Audit Report and save to file	Reports display and save in assigned file location with the assigned file name.	Pass
Process an MBB	Insert an MBB into the card reader and enter the eCM PIN when prompted.	MBB Processing window displays the Current MBB information	Pass
Read MBB into Tally	From Tally, choose Options>Transfer Configuration and confirm the station Rally 01 is enabled. Choose Start - making connection to enable Rally stations > Connect Now Choose YES for each, Rally and Tally, certificates.	Rally 01 is enabled The certificate for Rally appears in Tally and the certificate for Tally appears in Rally. MBB Transferring window displays one MBB transferred and Tally reports the transmission was successful.	Pass
View/save reports	From the Quick Links > Options choose the MBB Processing Report and the Internal Audit Report and save to file	Review reports and verify all data is correct.	Pass