

«Knt»

INSIGHT PRE-LAT PROCEDURE CHECKLIST **PART 1 (REGULAR)**

«PCT»

DATE
10 / / 2018

Please use the following list to verify that all pre-election LAT items have been checked and completed.

Test # - Part 1
I11
I11

Precinct #.
«PCT»
«PCT»

Insight Serial # «ISN»
«ISN»
Asset Tag # «ITAG»
«ITAG»

Tester initial

DOE verifier initial

Ballot Type «BT»
«BT»

Test Ballot Set «Sets»
«Sets»

PHASE I: INSPECTION AND POWERING ON THE INSIGHT		
YES	NO	NOTE: A new roll of paper was placed in this insight prior to the start of the pre-lat process.
		DOE staff verifies paper roll is full & orange security seal is intact.
		Prior to plugging in the Insight, insert Memory Pack. NOTE: DVS verifies the memory pack precinct number is the same as the Insight precinct number.
		Plug in insight
PHASE II: VALIDATING THE ZERO REPORT		
YES	NO	
		Top portion – Verify that date is correct [REDACTED]. DOE staff also confirms for correctness. DOE Verifier
		Top portion – Verify firmware version HPX is K 1.44.
		Top portion – Verify firmware version APX is K 2.16.
		Top portion – Verify the serial number matches the number on the machine.
		Ballot Report – Verify that precinct numbers are correct.
		Ballot Report – Verify Total Ballots Cast is zero.
		Keep report attached to the paper stream.

PHASE III: PROCESSING BALLOTS AND CLOSING POLLS		
YES	NO	
		Ensure Bin 1, Bin 2, and Aux Bin are empty; place ballot holder in Bin 2.
		Check that insight will accept only 1 card at a time (Ttry inserting 2 cards at the same time. Insight should not accept the ballots).
		Feed the test ballots for that precinct in 4 different orientations.
		After all ballots have been read, print the Vote Totals report. 1) Press " Print Totals ". 2) Press " 0 ".
		Unplug the Insight, remove the Memory Pack, tear off the report (clip to checklist) and place items inside the folder.
		Remove all the test ballots from Bin1 and Bin2.
		Send the folder to DOE for 1 st proofing and uploading of memory pack in WinEDS

PHASE IV: READING MEMORY PACKS INTO WINEDS		
YES	NO	NOTE: A DOE staff must be present during this process.
		Open WinEDS--Read Memory Pack into Pre-Election LAT tally mode.
		Did Memory Pack upload successfully? If NO, please state the reason below: _____
		Print the Precinct Report .
		Place Memory Pack, Precinct Report, and Checklist (with Vote Totals) in folder.
		Send folder to DOE for 2 nd proofing (of Precinct Report) and sign Custody Form to transfer memory packs to DOE. <div style="border: 1px solid black; background-color: #ffff00; padding: 5px; display: inline-block; margin-left: 200px;">DVS Initials: -</div>

*** END ***

DATE 10 / / 2018

INSIGHT - Test Result Reconciliation (Regular)

The Report Reviewer(Proofer) completes the following form for each of the Insights tested. If there are any discrepancies, document the problem and the resolution and alert the supervisor on duty. Any mis-marked or damaged ballot must be replaced with a correctly marked ballot and the Insight retested until the test results match the L&A test scripts. Remember to staple the Insight tape to this form.

PRECINCT #: «PCT»
«PCT»

MACHINE SERIAL No.: «ISN»
«ISN»

BT «BT»
«BT»

REVIEWER NAME:

[Redacted]

SIGNATURE

[Redacted]

TOTAL BALLOT CARDS COUNTED: Script 150 Report

INSIGHT RESULTS MATCHED SCRIPTS?

YES YES

NO NO

Problem 1

Description: _____

Resolution: _____

Problem 2

Description: _____

Resolution: _____

Problem 3

Description: _____

Resolution: _____

INSIGHT - WinEDS Precinct Report Reconciliation (Regular)

*This form is designed for the L&A Test Reviewer(Proofer) to document the test results after the **Insight** Memory Pack has been uploaded to the network to produce the WinEDS Precinct Report, and the report has been validated against the L&A test scripts. Place a check in the "Matched Results" box if the Precinct report matches the pre-determined results. If there are any discrepancies, alert the testing supervisor to investigate and resolve the problem immediately.*

PRECINCT #: «PCT»
«PCT»

MACHINE SERIAL No.: «ISN»
«ISN»

BT «BT»
«BT»

REVIEWER NAME

[Yellow box for Reviewer Name]

SIGNATURE

[Yellow box for Signature]

WinEDS PRECINCT REPORTS RESULTS MATCHED SCRIPTS?

YES YES

NO NO

Problem 1

Description: _____

Resolution: _____

Problem 2

Description: _____

Resolution: _____

Problem 3

Description: _____

Resolution: _____

SAN FRANCISCO DEPARTMENT OF ELECTIONS

INSIGHT PRE-LAT PROCEDURE CHECKLIST **PART 2 (REGULAR)**

«PCT»

DATE
10 / / 2018

Please use the following list to verify that all pre-election LAT items have been checked and completed.

PHASE V: RESETTING MEMORY PACK TOTALS TO ZERO		
YES	NO	
		DVS Tester verifies the memory pack precinct number is the same as the Insight precinct number.
		Ensure insight is unplugged then insert Memory Pack.
		Plug in insight
		Reset Memory Pack totals to zero. 1) Press 4-6-8-7. 2) Press 5 and 7 at the same time. 3) Press "0" (to confirm). 4) Verify that the tape prints the number of ballots cast as 0 .
		Remove the printed report and attach to paperwork. Press the paper feed so that the paper shows a few inches from the top opening.
		Unplug the insight and leave the memory pack in the insight

Phase VI: SECURING THE INSIGHT		
YES	NO	
		Before sealing the Memory Pack Door, the DOE Staff (Scanner) scans the memory pack and "parents" it to the Insight.
		The DOE Staff attaches/locks the YELLOW seal to the Memory Pack Door and scans/"parents" the seal to the Insight.
		DVS tester closes and locks the rear access lid with the Insight key.
		DOE places Insight in the precinct transport bag & seals it.

Test # - Part 2
I12
I12

Precinct #.
«PCT»
«PCT»

Insight Serial # «ISN»
«ISN»

Asset Tag # «ITAG»
«ITAG»

Tester initial

DOE verifier initial

Ballot Type «BT»
«BT»

*** END ***