# ExpressPoll

# Acceptance Test Script

Version 2.3

Kennesaw State UNIVERSITY

# ExpressPoll Acceptance Test Script

## Summary of Changes in Version 2.3:

- Updated reference to Control Number (instead of serial number).

- Updated location of AT label placement on EP 5000

- Updated address and contact information

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## Mission

The State of Georgia has committed to an initiative to acquire and install a uniform, state wide voting system. To support this effort, the Center for Election Systems has been established to provide services for Georgia election officials and poll workers to assist with the transition to the new system. The core functions of the Center include outreach, education, training, consultation, and technical support.

## Scope

This script is to be used for Acceptance Testing of the ExpressPoll software version 2.1.2 upgrade. This script tests the ExpressPoll functions performed by the elections and registration officials as well as those performed by the Poll Manager and Poll workers.

## Materials Needed

Prior to beginning the tests, the tester must have in his/her possession the following for each pair of units to be tested.

**ExpressPoll:**
1. Two pre-programmed Compact Flash memory cards containing the election setup for KSU Acceptance Testing Database. These cards are labeled "AT".
2. Two AccuVote-TS Voter Access Cards.
3. A Supply of silver "Georgia Voting System Acceptance Tested" stickers with the proper year designation.
4. A supply of pre-made Control # labels that contain the proper county, model, and sequence number (for new or new-to-Georgia units).
5. A supply of ExpressPoll Acceptance Test Report forms.
6. A supply of ExpressPoll Acceptance Test Failure Report forms.
7. One crossover cable.
8. One handheld encoder.

# Reporting and Labeling Procedure

**ExpressPoll:**

- If the unit passes these tests:
    - Place Georgia Voting System Acceptance Tested sticker on the top of the base unit (flat area parallel to the bottom of the base) for EP 4000 units and beneath the Control number label on the EP 5000 units. Ensure the control number of the unit is clearly visible on the gold sticker below.
    - Complete the one-page ExpressPoll Acceptance Test Report.
- If the unit fails these tests:
    - Fill out 2 copies of the one-page ExpressPoll Acceptance Test Failure Report. **\*\*\*\* The tester keeps one copy and the other is left with the unit. Affix the unit's copy with tape to the unit.**

# ExpressPoll System Test

The following steps will test the ExpressPoll to ensure proper functionality. If the unit fails, fill out the ExpressPoll Acceptance Test Failure Report.

| Step | Action Description |
|---|---|
| 1. | INSPECT the ExpressPoll case for damage or defects and report any found to the county election supervisor. <br> INSPECT the ExpressPoll unit for any physical damage (for example, cracks). Check for missing memory card compartment covers and inspect pucks. Determine which of the two units will be Unit A & which will be Unit B. |
| 2. | Plug Unit A and Unit B into a wall outlet if necessary. If battery level is above 50%, proceed with test without plugging in the AC line. |
| 3. | Plug crossover cable from Unit A to Unit B. |
| 4. | Turn on Unit A *and* Unit B. |
| 5. | Ensure green light above the card writer slot in on. If moving the ExpressPoll display causes the light to flash on and off, reseat the unit and check the thumb screw for tightness. If the light continues to flicker or will not turn on, fill out the ExpressPoll Acceptance Test Failure Report. |
| 6. | Once ExpressPoll System Launcher screen is displayed, verify and record the Device/System ID for both units. |
| 7. | Verify version 2.1.2 is showing on screen. (If not, STOP, and perform Upgrade using XENC procedure). |
| 8. | Verify security key 4.5+ is showing on screen. (If not, insert red and white supervisor card and tap **Launch Express Poll**. Enter 1111 for the password and tap **Enter Maintenance**. Tap the "Key Card" tab and tap to put a check mark in the box next to "Target Ballot Station 4.5 and Newer". Tap **Close Maintenance**.) |
| 9. | On Unit A *and* Unit B, insert preprogrammed Compact Flash memory card. |
| 10. | On Unit A *and* Unit B, tap the **Launch ExpressPoll**. |
| 11. | On Unit A *and* Unit B, set the date and time to the current date and time. |
| 12. | On Unit A *and* Unit B, tap the **Clock Time OK Continue** button. |
| 13. | On Unit A *and* Unit B, insert the following information at the log in screen <br><br> Vote Center ID:  **078021** <br> User ID: **1** <br> Login Password:  **1111** |
| 14. | On Unit A *and* Unit B, tap the **Log In** button. |
| 15. | Verify both units are showing an address for the same associated voting location. |
| 16. | On Unit A *and* Unit B, tap the **OK This is Correct Poll** button. |
| 17. | When at the Open/Close Screen, both units should show a network connection indicator signal in the bottom right corner indicated by two flashing icons, one up-arrow and one down-arrow. |
| 18. | On Unit A, tap the **Tests and Lists** tab. |
| 19. | On Unit A, tap the **Updates and Lists** sub tab. |

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| 20. | On Unit A, tap **Update Absentees and Deletes** button. |
| 21. | On Unit A, enter the Supervisor password: **3141**. |
| 22. | On Unit A, tap **OK – Perform Supervisor Function** button. |
| 23. | On Unit A, the Update Poll Book Voters screen will appear (270). |
| 24. | On Unit A, type **BRADY** in the last name field. |
| 25. | On Unit A, change **BRADY, LARRY D** to an AB Voter by tapping the **Issued** field of the record. |
| 26. | On Unit A, tap the **clear** button to reset the last name field. |
| 27. | On Unit A, type **GARNER** in the last name field. |
| 28. | On Unit A, change **GARNER, SHERRY MORRIS** to an IDR by tapping the **IDR** field of the record. |
| 29. | On Unit A, tap the **clear** button to reset the last name field. |
| 30. | On Unit A, type **RUSSELL** in the last name field. |
| 31. | On Unit A, change **RUSSELL, TERRENCE P** to "D" status by tapping the **Status** field of the record two times. |
| 32. | On Unit A, verify that it shows 3 Updated Voters above the "Birth Date" field. |
| 33. | On Unit A, tap the **Save Changes** button. |
| 34. | On Unit A, the Main Screen will appear. Tap the **Open/Close Polls** tab. |
| 35. | On Unit A *and* Unit B, tap the **Open the Polls** button. |
| 36. | On Unit A *and* Unit B, tap the **Electors List** tab. |
| 37. | On Unit A *and* Unit B, tap the **Search Electors List Create Voter Card** button. |
| 38. | On Unit A and Unit B, search for the following: <br>     **BRADY, LARRY D** and make sure he is marked as **Ab Voter**. <br>     **GARNER, SHERRY MORRIS** and make sure she is marked as **IDR**. <br>     **RUSSELL, TERRENCE P** and make sure he is marked as **D**. |
| 39. | On Unit A *and* Unit B, tap the highlighted (green outline) **Clear** button. |
| 40. | On Unit B, type **PREISSLE** in the last name field. |
| 41. | Tap **PREISSLE, JUDITH**.  The voter's record will appear. |
| 42. | On Unit B, tap the **Forward to Create Voter Card** button. |
| 43. | On Unit B, the Select Ballot screen will appear. (310) |
| 44. | On Unit B, tap **REP**. |
| 45. | On Unit B, tap the **Create Voter Card** button. |
| 46. | On Unit B, insert a Voter Access Card into the card slot. |
| 47. | On Unit B, when CARD WRITTEN OK REMOVE CARD FROM SLOT message appears on the bottom of the screen, remove the Voter Access Card. |
| 48. | On Unit A *and* Unit B, verify that **PREISSLE, JUDITH** appears as Voted (REP). |
| 49. | On Unit A *and* Unit B, tap the highlighted (green outline) **Clear** button. |
| 50. | On Unit A, type **SNOW** in the last name field. |
| 51. | On Unit A, tap **SNOW, JEAN**.  The voter's record screen will appear. (260) |
| 52. | On Unit A, tap **Create Voter Card** button. The Select Ballot Screen will appear. (310) |
| 53. | On Unit A, tap **DEM**. |
| 54. | On Unit A, tap **Issue Voter Card** button. |
| 55. | On Unit A, insert a Voter Access Card into the card slot. |
| 56. | On Unit A, when CARD WRITTEN OK REMOVE CARD FROM SLOT |

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| | message appears on the bottom of the screen, remove the Voter Access Card. |
| **57.** | On Unit A *and* Unit B, verify that **SNOW, JEAN** appears as <mark style="background-color:red">Voted (DEM)</mark>. |
| **58.** | On Unit A *and* Unit B, verify that **Voters Marked: 2**. This will appear at the bottom of the screen. |
| **59.** | On Unit A *and* Unit B, tap the highlighted (green outline) **Clear** button. |
| **60.** | On Unit A *and* Unit B, tap the **Return to Main** button. |
| **61.** | On Unit A *and* Unit B, Tap the **Tests and Lists** tab. |
| **62.** | On Unit A *and* Unit B, tap the **Updates and Lists** sub tab. |
| **63.** | On Unit A *and* Unit B, tap the **Numbered List** button. |
| **64.** | On both units you should see the following under each party option.<br><br>    <u>All Voters</u><br>      1. **PREISSLE, JUDITH (REP)**<br>      2. **SNOW, JEAN (DEM)**<br><br>    <u>REPUBLICAN</u><br>      1. **PREISSLE, JUDITH (REP)**<br><br>    <u>DEMOCRAT</u><br>      1. **SNOW, JEAN (DEM)**<br><br>    <u>NON-PARTISAN</u> |
| **65.** | On Unit A *and* Unit B, tap the **Close** button. The Main Screen will appear. (130) |
| **66.** | On Unit A *and* Unit B, tap the **Electors List** tab. |
| **67.** | On Unit A *and* Unit B, tap the **Search Electors List Create Voter Card** button. |
| **68.** | On Unit A *and* Unit B, type **EAGER** in last name field. No names should be listed. |
| **69.** | On Unit A *and* Unit B, tap the **Searching PRECINCT Touch for COUNTY search** button. The text should change to **Searching COUNTY Touch for STATE search**. A name should now appear on screen. |
| **70.** | On Unit A *and* Unit B, tap **EAGER, TINA MICHELLE**. The voter's record screen will appear and should indicate that this voter is not associated to the assigned precinct (300-ATTC). |
| **71.** | On Unit A *and* Unit B, tap the **Cancel Back to Electors List** button. |
| **72.** | On Unit A *and* Unit B, tap the highlighted (green outline) **Clear** button. |
| **73.** | On Unit A *and* Unit B, type **YOUMANS** in last name field. No names should be listed. |
| **74.** | On Unit A *and* Unit B, tap the **Searching COUNTY Touch for STATE search** button. The text should change to **Searching STATE Touch for PRECINCT search**. Names should now appear on screen. |
| **75.** | On Unit A *and* Unit B, type **ROSETTA** in the first name field. |
| **76.** | On Unit A *and* Unit B, tap **YOUMANS, ROSETTA D**. The voter's record screen will appear and should indicate that this voter is not associated to the assigned precinct (300-ATTC). |
| **77.** | On Unit A *and* Unit B, tap the **Cancel Back to Electors List** button. |

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| 78. | On Unit A *and* Unit B, tap the highlighted **Clear** button. |
| 79. | On Unit A *and* Unit B, tap the **Searching STATE Touch for PRECINCT search** button, text should change to **Searching PRECINCT Touch for COUNTY search** the searching instructions will appear. |
| 80. | On Unit A *and* Unit B, tap **Return to Mai**n. |
| 81. | On Unit A *and* Unit B, tap **Encoder Option**. |
| 82. | On Unit A *and* Unit B, enter the Supervisor password: **3141**. |
| 83. | On Unit A *and* Unit B, tap the **OK-Perform Supervisor Function** button. |
| 84. | On Unit A *and* Unit B, tap the **Forward to Create Voter Card** button. |
| 85. | On Unit A *and* Unit B, tap **NP**. |
| 86. | On Unit A *and* Unit B, tap the **Create Voter Card** button. |
| 87. | On Unit A *and* Unit B, insert a Voter Access Card into the card slot. |
| 88. | On Unit A *and* Unit B, when "CARD WRITTEN OK REMOVE CARD FROM SLOT" message appears near the bottom of the screen, remove the Voter Access Card. |
| 89. | Insert each voter access card into an encoder and verify the encoder shows the ballot combo 300-ATTC and the words "Clear?" |
| 90. | Press **YES** on the Encoder. |
| 91. | When the Encoder reads "Create?", remove the voter access card. |
| 92. | On Unit A *and* Unit B, tap the **Return to Main** button. |
| 93. | On Unit A *and* Unit B, tap the **Open/Close Polls** tab. |
| 94. | On Unit A *and* Unit B, tap the **Close the Polls** button. |
| 95. | On Unit A *and* Unit B, tap the **WARNING For Office Use Only** button. |
| 96. | On Unit A *and* Unit B, enter the Supervisor password: **3141**. |
| 97. | On Unit A *and* Unit B, tap the **OK-Perform Supervisor Function** button. |
| 98. | On Unit A *and* Unit B, tap the **Yes** button to confirm you want to log out. |
| 99. | On Unit A *and* Unit B, ensure the Log In screen appears. |
| 100. | Power off Unit A *and* Unit B by removing the AC cord, switching the battery switch to OFF and the suspend switch to OFF. Remove the network cord. |
| 101. | On Unit A *and* Unit B, remove the Compact Flash card. |
| 102. | If the system passed, fill out the Acceptance Test Report form and affix a silver Georgia Voting System Acceptance Tested sticker to the base of the unit, covering the existing silver sticker. If it is a new or new-to-Georgia unit, affix a Control number label to the back of the unit. |
| 103. | If the system failed, fill out the necessary Acceptance Test Failure Report form. |
| 104. | Return the units, network cord, and power cords to their assigned cases. |

*If any steps were not successfully completed, complete two ExpressPoll Acceptance Test Failure Reports. Place one in the case with the failed ExpressPoll Unit and keep one for the Center's records.*

*If the ExpressPoll Unit successfully completes these tests, complete the ExpressPoll Acceptance Test Report and attach the appropriate silver Georgia Voting System Acceptance Tested sticker to the top of the base unit (flat area parallel to the bottom of the base).*

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