Quick Step Checklist LAT

The purpose of the Quick Step Checklist is to guide users through all necessary activities used to conduct an election.

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ON THE EED SERVER			
EED	Restore Project	10	
	Open Project	13-15	
	Create iButton for ICC	16-17	
	Create Pollworker Card for the ICX	18	
	Create Technician Card for the ICX	18	
	Program Election Files to USB for the ICX	18-19	
ON THE TABULATION (RTR) SERVER			
RTR	Open Project	19	
	Verify / Enable Adjudication	20	
RTR	Configure and Manage Report Profiles	22-24	
	Purge Test Results	20	
	Create Zero Report and Save/Print	22	
ADJ	Turn on Automatic Results Loading – for ICC	21-22	
	Start a new Session in Adjudication for the Election using the Wizard	24-28	
ICX	Load Election Files on each ICX Select Tabulator Open Polls		
ICC	Load ICC Election files (through the server) on each ICC	29-32	
	Set Secondary Path - to NAS	29-32	
	Set up Scan Options	29-32	

	Verify/Set up Printer Properties	29-32	
	Scan Ballots		
ADJ	Adjudicate Ballots		

ADJ	Submit Batches		
RTR	Manage results / result files from ICC		
	Validate and Publish Results from ICC		
	Create Summary Report		
EED	Create a FINAL Project Backup Create Adjudication Databases Backup		