

BALLOT PRINTING SYSTEM

User Manual

Version 1.0

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Introduction

What is Ballot Printing System?

Ballot Printing System offers a centrally managed and heavily audited solution to manage, track, and print ballots. This document will cover the features and use of the program.

Getting Started

Before installing Ballot Printing System, ensure you have the following software installed on your PC.

Client Software Requirements

- SQL 2008 Express SP1
- Adobe Reader 10
- Microsoft .NET Framework 3.5 SP1
- Operating System Windows XP SP3 or later
- Microsoft Visual C++ 2005 Service Pack 1 ATL Security Pack (<http://www.microsoft.com/en-us/download/details.aspx?id=14431>)

Installation Instructions

See the **Ballot Printing System Installation Guide**.

Running the Application

You can launch Ballot Printing System by clicking the icon on your desktop or from your start menu under **Start > Programs > Computer Arts, Inc > Ballot Printing System**.

When you run the application, you will see a screen asking to choose the Online or Standalone mode.



-Click **"Online"** if you are connected to the same network as the Ballot Printing System server database.

-Click **"Standalone"** if you are NOT connected to the same network as the Ballot Printing System server database. Standalone mode will only run after the machine has been prepared for Standalone Operation (See the "Preparing Clients for Standalone Use" section).

When you select the online mode the first time, you will be required to configure the database settings (see **Configuring Database Settings**).

Logging In

After selecting Online or Standalone, you will be presented a username and password prompt.



BALLOT **P**RINTING **S**YSTEM

Login
Online - DEVE6510

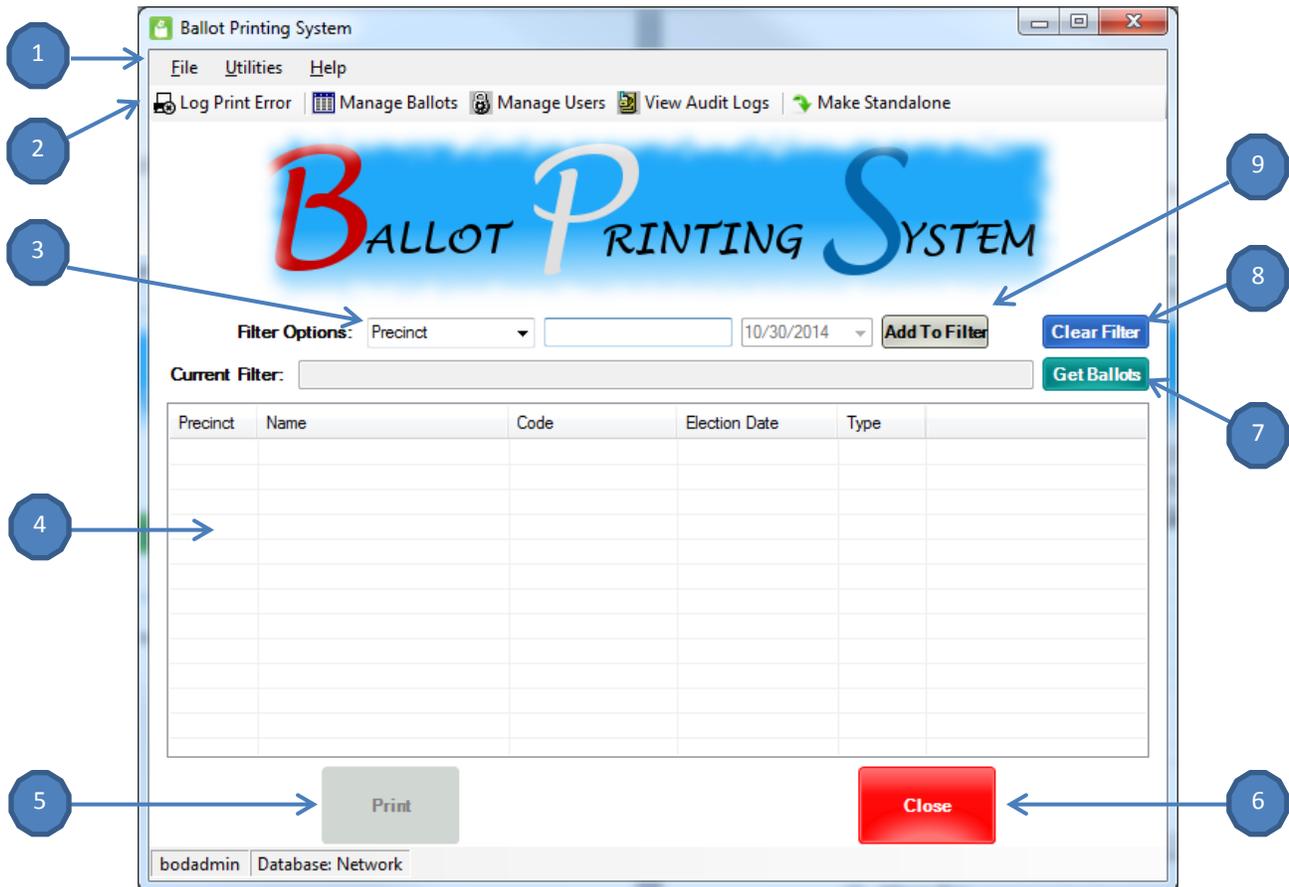
User Name:

Password:

Enter your User Name and Password and click Login. If you do not know what your username or password is, contact a Ballot Printing System Administrator.

Main Screen

After successfully logging in, you will see the main Ballot Printing System screen.



- 1) **Menu Bar**
- 2) **Navigation Buttons**
- 3) **Filter Options** allows the filtering of which ballots are displayed to select for printing
- 4) **Ballot List View** will display any printable ballots found that match your filter criteria and has an Election Date of today or future dates
- 5) **Print Ballot button** will become available upon selecting a ballot to print
- 6) **Close button** closes the application
- 7) **Get Ballots** button retrieves all printable ballots that match the designated filter. If no filter is designated, all printable ballots are retrieved. A printable ballot is any ballot that is active and the ballot's Election Date is either the current or a future date. Ballots from past election dates are not considered printable
- 8) **Clear Filter** button will clear the existing filter
- 9) **Add To Filter** button will add the filter criteria to the current filter

Printing a Ballot

To print a ballot, you must either establish a filter or display all ballots. In this example, we will designate the filter to only show ballots for the January 21st, 2014 election. Select the “Election Date” filter option. Choose the date and click the “Add To Filter” button. Click the “Get Ballots” button to display the ballots that match this filter. In this case, we have 1 ballot to choose from.

Filter Options:

Current Filter:

Precinct	Name	Code	Election Date	Type	
6234	Prec 6234 Ballot	P6234	01/21/2014	R	

Selecting this ballot from the list will allow you to click the Print button. Click the Print button and enter the number of copies you wish to print.



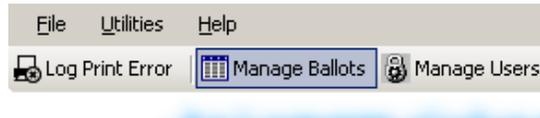
Print Confirmation

Number of Copies:

Click the Print button on the Print Confirmation window to process your print job. For each copy you print, the program will print the ballot and a stub (receipt) for that copy.

Managing Ballots

The Manage Ballots screen allows you to control which ballots are entered into the system, the information about each ballot, and control whether the ballot is printable or not. To reach the Ballot Management screen, click on the Manage Ballots button near the top of the Main window.



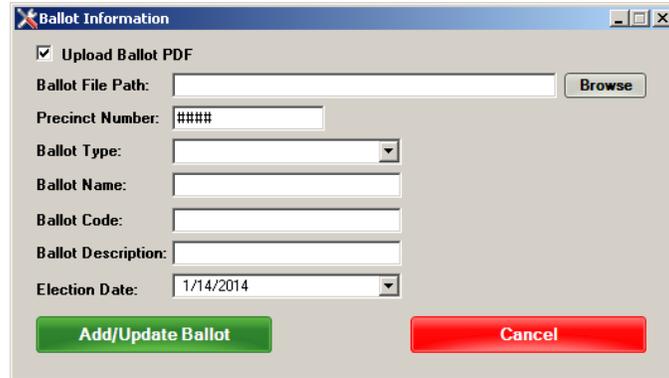
You should see the following screen after clicking the Manage Ballots button.

Ballot Name	Precinct	Description	Type	Ballot Code	Election Date	Active?	Updated By	Last Updated
Ada County Ballot	1111	Modified Another Test	R	test	11/29/2013	Y	npialt	11/26/2013 11:41:09 AM
Audited Ballot	9987	A test audit ballot	N	Some Code	11/29/2013	N	npialt	11/13/2013 2:10:34 PM
Elections Ballot	1332	Another Future Ballot	N	Another Ballot	11/27/2013	N	npialt	10/30/2013 4:37:33 PM
Elections Ballot	1234	A test ballot I entered	R	EB1234	01/20/2014	Y	ipope	1/7/2014 4:53:02 PM
Elections Ballot	1000	Testing Ballot	D	Test	11/04/2013	N	npialt	11/12/2013 5:10:36 PM
Fair Ballot	3333	Test ballot	D	d3333	01/28/2014	Y	ipope	1/7/2014 4:52:44 PM
I changed the name	7733	Also this	D	And the code	11/29/2013	Y	npialt	11/13/2013 10:40:19 AM
I MODIFIED THIS	4444	BECAUSE I CAN	R	Modified code	12/04/2013	Y	npialt	11/19/2013 1:22:46 PM
Kids Ballot	4448	A Kids Ballot	R	Some Ballot	02/21/2014	Y	npialt	1/2/2014 3:22:19 PM
Kids Ballot	8854	test modified again	R	Modified	10/17/2013	Y	npialt	11/12/2013 5:05:45 PM
Kids Test Ballot	4444	Test Ballot Again for Kids	R	Changed The Code	12/25/2013	N	npialt	12/13/2013 3:53:14 PM
Prec 6234 Ballot	6234	Ballot for Precinct 6234	R	P6234	01/21/2014	Y	npialt	1/14/2014 1:56:54 PM
Real Test Ballot	9999	A Real Test Ballot	N	T9983	12/31/2013	Y	npialt	12/16/2013 10:17:06 AM
Sheriffs Ballot MODIFIED	5555	A cool Police Ballot	R	test	02/21/2014	Y	npialt	1/9/2014 3:31:49 PM
Simplex Test	7896	Simplex Test Ballot	R	s2345	01/20/2014	Y	ipope	1/7/2014 4:53:22 PM
Test Ballot 2	6623	Second Test Ballot	R	8834F	01/13/2014	Y	npialt	1/2/2014 3:14:15 PM

- 1) **Filter Options** allows you to narrow your view of ballots that match a particular set of criteria
- 2) **Ballots List View** displays any ballot that exists in the database
- 3) **Add Ballot** button allows you to add a ballot to the system
- 4) **Modify Ballot** button allows you to modify information about the selected ballot
- 5) **Preview Ballot** button will display the ballot file (PDF) that was attached to that ballot entry
- 6) **Activate/Deactivate** button allows you to Activate or Deactivate the selected ballot
- 7) **Refresh List** button refreshes the view and displays any new or updated ballots
- 8) **Close** button closes the Manage Ballots screen
- 9) **Apply Filter** button displays only the ballots that match the filter you establish
- 10) **Reset Filter** button clears the filter and displays all ballots that exist in the database

Adding a Ballot

Click the Add Ballot button in the Manage Ballots window. A window will appear requesting information about the ballot.



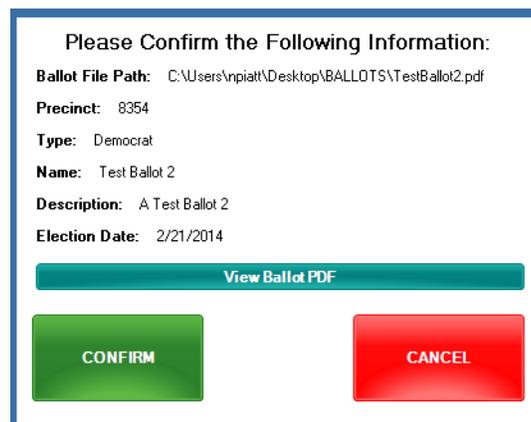
When you add a new ballot, you must designate the PDF file that has the ballot in PDF form. Click the Browse button and browse to and select the appropriate PDF file. The Ballot File Path field will now be populated with the path to that file.



Fill out the remaining information about this ballot

- Precinct Number: The 4 digit number that represents the precinct for this ballot
- Ballot Type: Republican, Democrat, or Non Partisan
- Ballot Name: The name you wish to assign to the ballot entry in the database
- Ballot Code: The ballot code that corresponds to this ballot
- Ballot Description: A brief description of this ballot
- Election Date: Select the date of the election that this ballot is used for

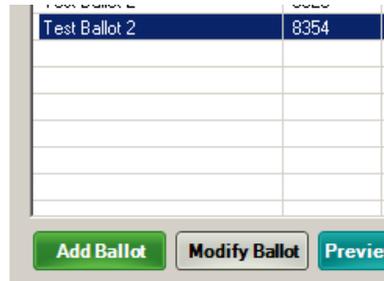
Once the information is entered, click the Add/Update Ballot button. A confirmation screen will be displayed.



Clicking the View Ballot PDF will display the PDF in Adobe Reader. Click Confirm to finish the ballot entry into the database.

Modifying a Ballot

Select a ballot in the Manage Ballots window that you wish to modify and click the Modify Ballot button.



The information about the ballot will be populated in the Ballot Information window as seen below.

Ballot Information

Upload Ballot PDF

Ballot File Path: **Browse**

Precinct Number:

Ballot Type:

Ballot Name:

Ballot Code:

Ballot Description:

Election Date:

Add/Update Ballot **Cancel**

Modify the necessary information about the ballot and click the Add/Update Ballot button to apply those changes. If you need to change the PDF file associated with the ballot entry, check the Upload Ballot PDF checkbox and click the Browse button to select the appropriate PDF file to attach to the entry.

Activating or Deactivating Ballots

A ballot's active status is a determining factor in whether that ballot is printable or not. If the ballot is deactivated, it will not be printable regardless of the associated election date.

To activate or deactivate a ballot, select the ballot entry you wish to Activate or Deactivate from the list of ballots. Once selected, the Activate/Deactivate button near the bottom of the Manage Ballots window will become available.

Test Ballot 2	8354	A Test Ballot 2	D	T8354	02/21/2014	Y	npiatt	1/14/2014 2:36:58 PM

Add Ballot Modify Ballot Preview Ballot Deactivate Refresh List Close

In the image above, you can see the option to Deactivate Test Ballot 2, because it is currently active. Click the Deactivate button to set the ballot to Inactive.

If the ballot is currently inactive and you wish to activate it, select the ballot and click the Activate button to set the ballot to active.

Test Ballot 2	8354	A Test Ballot 2	D	T8354	02/21/2014	N	npiatt	1/14/2014 2:36:58 PM

Add Ballot Modify Ballot Preview Ballot Activate Refresh List Close

Previewing a Ballot

You can preview the PDF document associated to a ballot by selecting the desired ballot in the Manage Ballots window and clicking the Preview Ballot button.

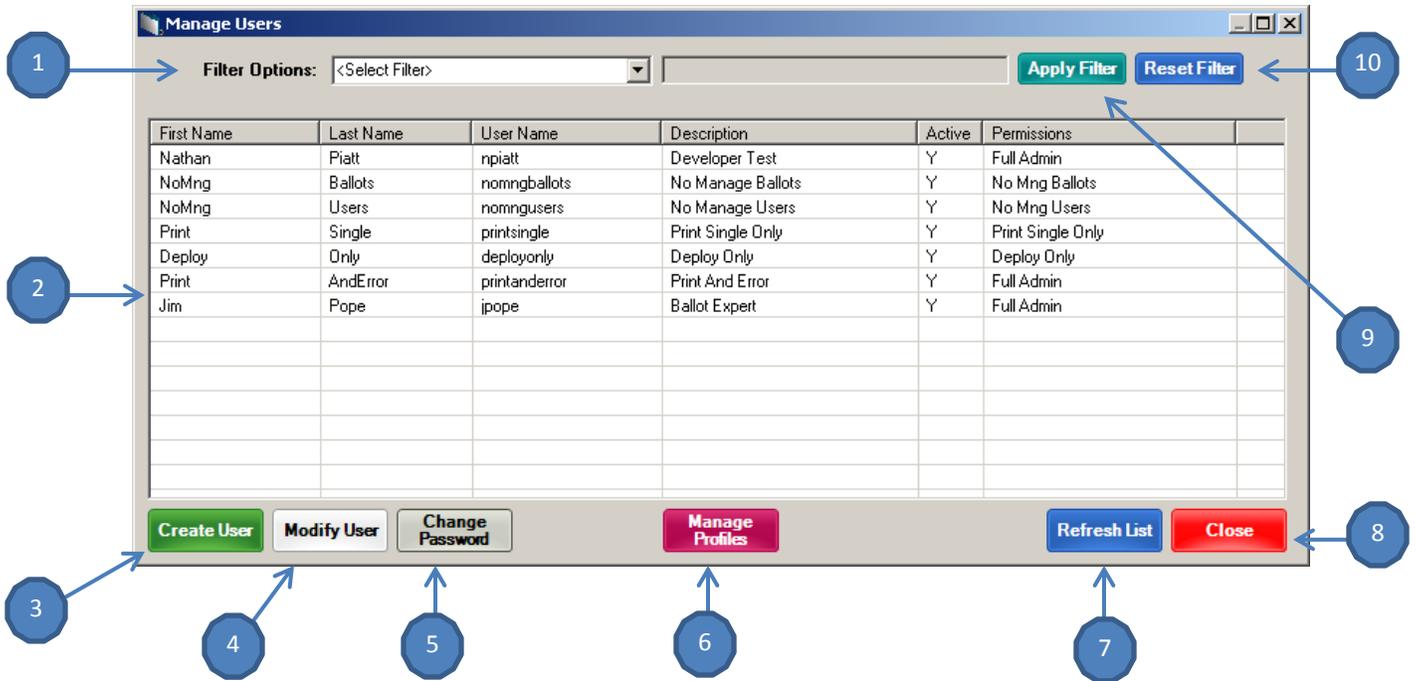
Filtering the Manage Ballots View

The ballots displayed in the Manage Ballots view can be filtered so you only see the ballots you want to see. This is particularly helpful as you add more ballots to the system. To filter the ballots shown, select the desired filter option.

- **Ballot Code is:** This filter option allows you to type in the ballot code you wish to view. Only ballots with the ballot code you enter will be listed.
- **Ballot Name includes:** This filter allows you to type part of the ballot name and find any ballot that includes that text in the name. This can be helpful if you're not sure of the entire name of the ballot.
- **Precinct is:** This filter option allows you to type in the precinct number you wish to view. Only ballots that match that precinct will be displayed.
- **Election Date is:** This filter option allows you to select the date for the election you wish to view. Only ballots associated with this election date will be displayed.

Managing Users

The Manage Users section of Ballot Printing System allows you to control who has access and what the individual can do.



- 1) **Filter Options** allows you to narrow your view of users that match a particular set of criteria
- 2) **Users List View** displays any user that exists in the database
- 3) **Create User** button displays the form to create a new user
- 4) **Modify User** button allows you to change the details about the selected user
- 5) **Change Password** button allows you to change the password for the selected account
- 6) **Manage Profiles** button allows you to modify or create permission profiles
- 7) **Refresh List** button allows you to retrieve the latest list of users from the database
- 8) **Close** button closes the Manage Users window
- 9) **Apply Filter** button allows you to only view users that meet the criteria you defined in your filter
- 10) **Reset Filter** button clears the filter and displays all users found in the database

Creating a User

To create a user, click the Create User button from the Manage Users screen. A screen will display requesting information about the user.



The 'User Details' dialog box contains the following fields and controls:

- First Name:
- Last Name:
- User Name:
- Description:
- Permission Profile:
- Account Status:
- Save Changes:
- Cancel:

Enter the user details into the form and click Save Changes to create the user.

- First Name: The user's first name
- Last Name: The user's last name
- User Name: The user name for this user. This will be their login name
- Description: A brief description about the user (their role, position, etc.)
- Permission Profile: Select the permission profile to give them controlled access to the application
- Account Status: Enabled or disabled

Once the user has been created, change the user's password.

Changing User Passwords

To change a user's password, select the desired user account in the User Management window and click the Change Password button.



The image shows a table with three columns and three rows. Below the table are two buttons: 'Modify User' and 'Change Password'.

Enter the new password for the account in each text box and click the Change button to set the new password.



The 'Change Password' dialog box contains the following fields and controls:

- New Password:
- Confirm Password:
- Change:
- Cancel:

Passwords must be at least 5 characters.

Modifying a User

To change information about a user, select the desired user in the User Management window and click the Modify User button.



A form will display with the user's information populated. Change the desired information and click the Save Changes button to apply those changes. The user name cannot be changed once a user is created.

A screenshot of the 'User Details' dialog box. It contains the following fields:

- First Name: jim
- Last Name: Pope
- User Name: jpope
- Description: Ballot Expert
- Permission Profile: Full Admin (dropdown)
- Account Status: Enabled (dropdown)

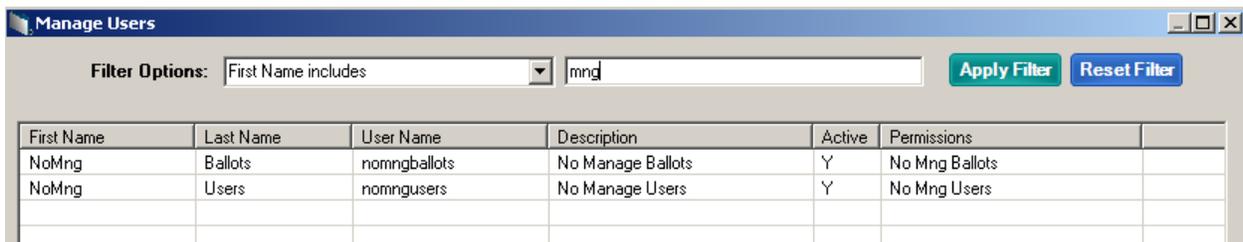
At the bottom are two buttons: 'Save Changes' (green) and 'Cancel' (red).

Filtering the Manage Users View

The filter mechanism on the Manage Users View allows you to view only users you wish to view by designating filter criteria. To filter the Users View, select the appropriate filter option, enter the desired criteria, and click the Apply Filter button.

- First Name includes: This filter option allows you to supply a portion of the user's first name. Any user in the database that matches that text in the first name will be displayed.
- Last Name includes: This filter option allows you to supply a portion of the user's last name. Any user in the database that matches that text in the last name will be displayed.
- User Name is: This filter option allows you to type in the full user name of the user you wish to view.

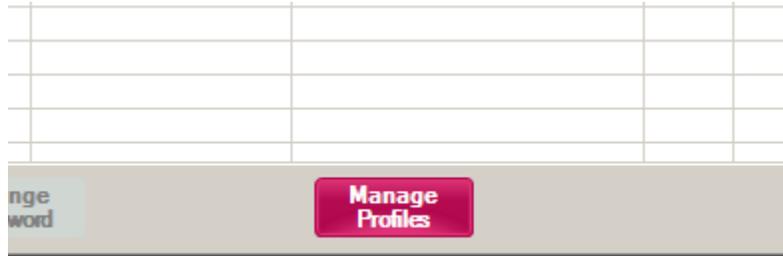
As you can see below, selecting the First Name includes filter option and entering "mng" in the text box displays all users that have "mng" in the first name.

A screenshot of the 'Manage Users' window. At the top, there is a 'Filter Options' section with a dropdown menu set to 'First Name includes' and a text box containing 'mng'. To the right are 'Apply Filter' and 'Reset Filter' buttons. Below this is a table with the following data:

First Name	Last Name	User Name	Description	Active	Permissions
NoMng	Ballots	nomngballots	No Manage Ballots	Y	No Mng Ballots
NoMng	Users	nomngusers	No Manage Users	Y	No Mng Users

Managing Permission Profiles

Each user account has a Permission Profile that gets assigned to them. This permission profile determines what actions they can perform. To manage the permission profiles, click the Manage Profiles button in the Manage Users window.



A window will appear displaying all current profiles found in the database and the permissions each profile has been issued.

Profile Name	Print Mult. Copies	Manage Users	Manage Ballots	View Audit	Error Own	Error All	Make Standalone	Change Config	Manage Profiles
Full Admin	Y	Y	Y	Y	Y	Y	Y	Y	Y
Print Multi Error Own	Y	N	N	N	Y	N	N	N	N
Print Multi No Error	Y	N	N	N	N	N	N	N	N
Print Single Error Own	N	N	N	N	Y	N	N	N	N
Manage Users And Profiles	N	Y	N	N	N	N	N	N	Y
No Mng Users	Y	N	Y	Y	Y	Y	Y	Y	N
No Mng Ballots	Y	Y	N	Y	Y	Y	Y	Y	Y
Deploy Only	N	N	N	N	N	N	Y	N	N
Print Multi Error Any	Y	N	N	N	N	Y	N	N	N
Print Single Only	N	N	N	N	N	N	N	N	N

At the bottom of the window, there are four buttons: 'Add' (green), 'Modify' (light blue), 'Refresh' (blue), and 'Close' (red).

Add a Permission Profile

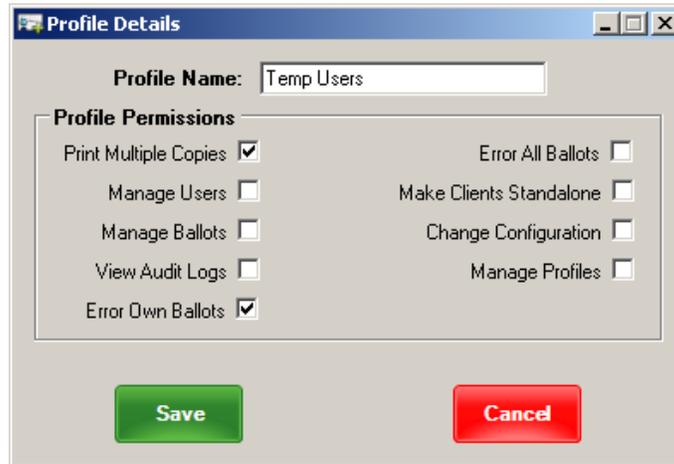
To add a new Permission Profile, click the Add button in the Profile Manager screen. A window will display requesting a Profile Name and a check box for each permission type. Type a name for the profile and check the box next to the permissions you wish to grant for this profile.

A screenshot of a 'Profile Details' dialog box. It features a text input field for 'Profile Name:'. Below this is a section titled 'Profile Permissions' containing ten checkboxes arranged in two columns:

- Print Multiple Copies
- Manage Users
- Manage Ballots
- View Audit Logs
- Error Own Ballots
- Error All Ballots
- Make Clients Standalone
- Change Configuration
- Manage Profiles

At the bottom of the dialog are two buttons: 'Save' (green) and 'Cancel' (red).

In the following example, we create a profile called Temp Users that can only enter errors for their own ballot and print multiple copies.



Permission Descriptions

- Print Multiple Copies: Allow the user to print more than 1 copy when printing ballots
- Manage Users: Allow the user access to the Manage Users window
- Manage Ballots: Allow the user access to the Manage Ballots window
- View Audit Logs: Allow the user access to the Audit Viewer window
- Error Own Ballots: Allow the user access to enter an error for their own ballots only
- Error All Ballots: Allow the user access to enter an error for ballots printed by any user
- Make Clients Standalone: Allow the user access to make a machine standalone
- Change Configuration: Allow the user access to make configuration changes
- Manage Profiles: Allow the user access to manage permission profiles

Modifying a Permission Profile

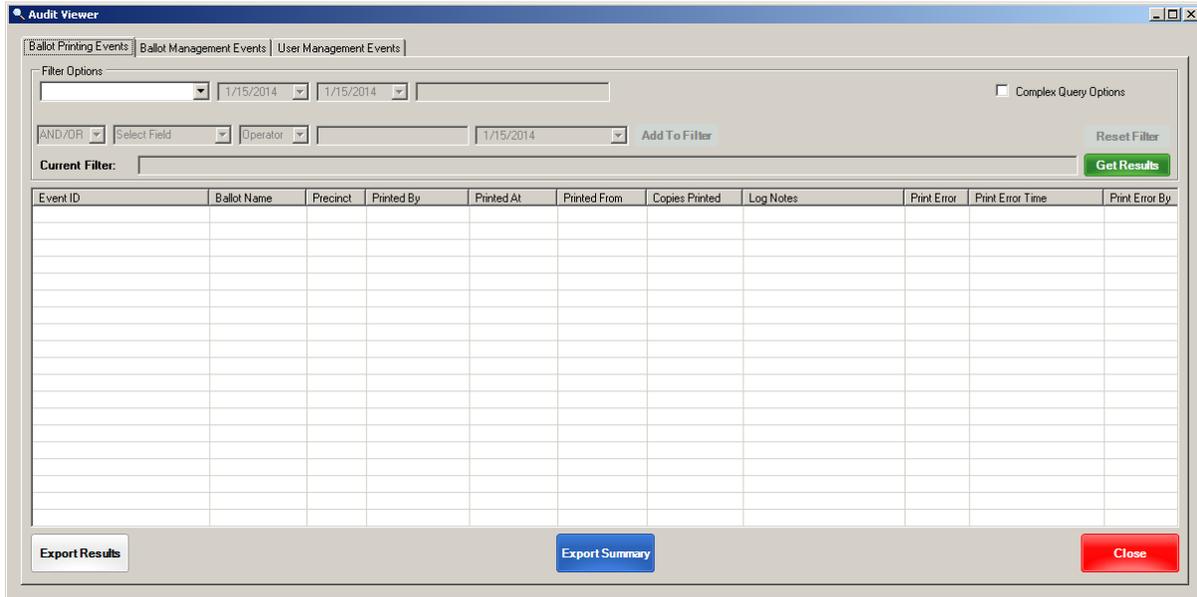
To modify an existing permission profile, select the desired profile from the profile list view and click the Modify button.



The profile information will be populated in the profile details window. Make the desired changes and click the Save button to save the changes.

Audit Viewer

The Audit Viewer contains all of the audit events from Printing, User Management, and Ballot Management. The Audit Viewer is split up into 3 sections: Ballot Printing Events, Ballot Management Events, and User Management Events.



Each of the sections has two types of filter modes: **Basic Filters** and **Complex Queries**.

Using the Basic Filters

The basic filters provide some of the most common requested filters. These filters allow you to quickly generate data and reports without the need to form a complex query. To use a basic filter, select a filter option from the drop down and enter the desired criteria. Click the Get Results button to find all records matching that filter.

The filter option also includes the “Show All Records” option, which will display all of the events for that particular audit log.

Using the Complex Query

The Complex Query option is an advanced feature that gives you access to any possible filter method. Each audit event category has a complex query option with access to all of the database fields for that audit table.

To use the Complex Query option, click the desired audit category tab in the Audit Viewer window and check the box that says “Complex Query Options”. This will enable the complex query fields to be configured.

You must first designate the field you wish to establish criteria for (see Audit Field Details section). Click the drop down box labeled “Select Field” and select the desired field.

Click the drop down box labeled “Operator” to designate the desired operator for this statement (see Operators Explained section).

Enter the desired criteria to check for or select the desired date (if applicable).

Once you have entered your criteria, click the "Add To" Filter button.

You should now see the Current Filter text field populated with the criteria you designated. The example below shows the results when you select “USERNAME” as the field value, “=” for the operator value, and “npiatt” for the text value.

If you want to add a second set of criteria to the filter, repeat the previous process and select either “AND” or “OR” from the AND/OR field for each additional criteria you want to add to the filter (see Example Complex Queries section).

Example Complex Queries

Example #1: The following example will retrieve any print audit events that were printed by the user “npiatt” or the user “jpope”. This filter can be created by selecting USERNAME as the field, setting the operator to “=” and using the OR statement for the second criteria entry.

WHERE USERNAME = 'npiatt' Or USERNAME = 'jpope'

Example #2: The following example will retrieve any print audit events that were printed between two dates (after midnight on 1/1/2014 and before midnight on 1/15/2014). This filter can be created by

selecting **TIMESTAMP** as the field, setting the operator to **>=** for the first date and **<=** for the second date, setting the date and time and using the **AND** statement for the second criteria entry.

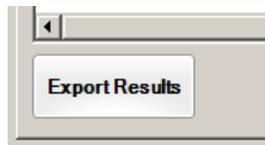
WHERE TIMESTAMP >= '1/1/2014 12:00:00 AM' And TIMESTAMP <= '1/15/2014 12:00:00 AM'

Example #3: The following example will find any ballot that had a printing error and an election date of February 21st, 2014. This filter can be created by selecting the **ELECTIONDATE** and **PRINTERROR** fields, using the **"="** operator, and using the **AND** statement for the second criteria entry.

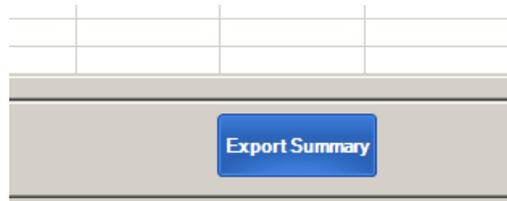
WHERE ELECTIONDATE = '02/21/2014' And PRINTERROR = 'Y'

Exporting Audit Results

You can export audit results to PDF by using the **Export Results** button within the Audit Viewer.



The Print Events Audit log includes a second export method that will generate a summary of the results. The summary report gives a by user summary showing how many errors the user had and how many total print events they processed. You can run the summary report by clicking the **Export Summary** button within the Ballot Printing Events tab in the Audit Viewer window.



Print Audit Fields Explained

Below is a list of the fields and field descriptions for the Print Audit events.

- **ID:** The unique ID that is generated with the print event
- **BALLOTKEY:** The unique ID that represents the ballot in the Ballot table
- **USERKEY:** The unique ID that represents the user in the Users table
- **USERNAME:** The username of the user
- **USERFNAME:** The first name of the user
- **USERLNAME:** The last name of the user
- **BALLOTNAME:** The name of the ballot
- **BALLOTPREC:** The precinct of the ballot
- **BALLOTTYPE:** The type of ballot. Values are R (Republican), D (Democrat), or N (Non Partisan)
- **BALLOTCODE:** The ballot code of the ballot
- **ELECTIONDATE:** The election date of the ballot
- **COPIESPRINTED:** The number of copies printed (always 1 for a single entry)

- **COMPNAME:** The name of the computer the program was running on
- **LOGNOTES:** The description behind print errors
- **TIMESTAMP:** The date and time the ballot was printed
- **PRINTERRORDT:** The date and time of the print error entry
- **PRINTERRORBY:** The user who created the print error entry
- **PRINTERROR:** Determines if the ballot print event had an error occur. This value will be either Y (yes an error was reported) or N (no error was reported)

Ballot Management Audit Fields Explained

Below is a list of the fields and field descriptions for the Ballot Management Audit events.

- **ID:** The unique ID that is generated with the management event
- **BALLOTKEY:** The unique ID that represents the ballot in the Ballot table
- **BALLOTNAME:** The name of the ballot
- **TIMESTAMP:** The date and time the management action was performed
- **ACTIONTYPE:** The type of management action that was performed
- **USERKEY:** The unique ID that represents the user who performed the management event
- **USERNAME:** The username of the user
- **ACTIONDETAILS:** The details about the management event

User Management Audit Fields Explained

Below is a list of the fields and field descriptions for the User Management Audit events.

- **ID:** The unique ID that is generated with the management event
- **TARGETUSERKEY:** The unique ID that represents the target user in the user table
- **TARGETUSERNAME:** The username of the user that was being managed/changed
- **PERFUSERKEY:** The unique ID that represents the user performing the changes
- **PERFUSERNAME:** The username of the user performing the changes
- **ACTIONTYPE:** The type of management action that was performed
- **ACTIONDETAILS:** The details about the management event
- **TIMESTAMP:** The date and time the management event was performed

Configuring Application Settings

Application settings can be configured by anyone who has the Change Configuration permission within the application. The settings can be accessed by clicking the Settings button inside the Utilities menu on the Main window.

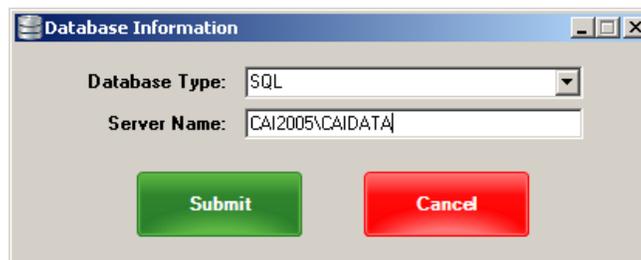


Configuring Database Settings

Database settings should only be changed in the event you wish to point your Ballot Printing System application to another Ballot Printing System database. To change the database settings, click the Change button in the Database Configuration section.



Set the Database Type to SQL and type the name of the database you wish to connect to. If the SQL instance running Ballot Printing System is not the default instance, type a '\ ' and the SQL instance name after the server name. The image below demonstrates an example.



Click Submit to save the settings. The settings will be saved if the database can be contacted successfully. If you are changing the database settings from within the application, the application will close automatically.

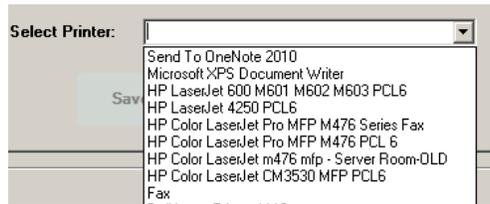


Configuring Printer Settings

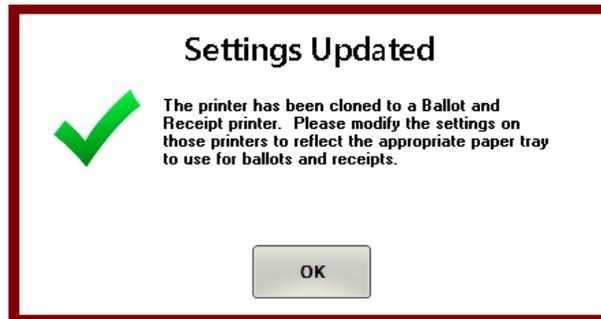
Ballot Printing System allows you to configure different settings for the ballot print settings and the receipt print settings. To begin configuring these settings, click the Change button in the Printer Configuration area.



The printer configuration screen has a drop down box that lists any printer currently installed on your computer. Select the printer you wish to use for printing the ballots/receipts and click Save. The program will create a clone of this printer and name them "BALLOT PRINTER" and "RECEIPT PRINTER".

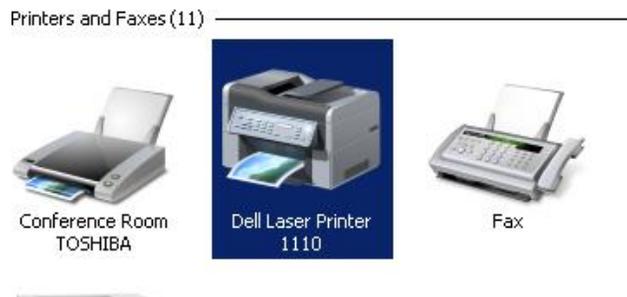


You should see a message stating the printers were cloned successfully.



The settings for the cloned printers now need to be adjusted. The Ballot Printer needs to print on both sides of the paper and use the paper tray that has the ballot paper (legal size). The Receipt Printer should use the tray that has standard letter paper.

Open the Printers and Devices window from Windows Control Panel and find the printer you selected to clone. The printer may also be listed with the name "RECEIPT PRINTER" or "BALLOT PRINTER".



Set the following printer preferences for the respective printer.

- Ballot Printer: Paper size – Legal, Paper Source – paper tray that has the ballot paper, Duplex printing enabled (print on both sides of the paper, flip over option)
- Receipt Printer: Paper size – Letter, Paper Source – paper tray that has the standard letter paper

Once the settings have been set, close the printer and control panel windows.

Configure Voting District

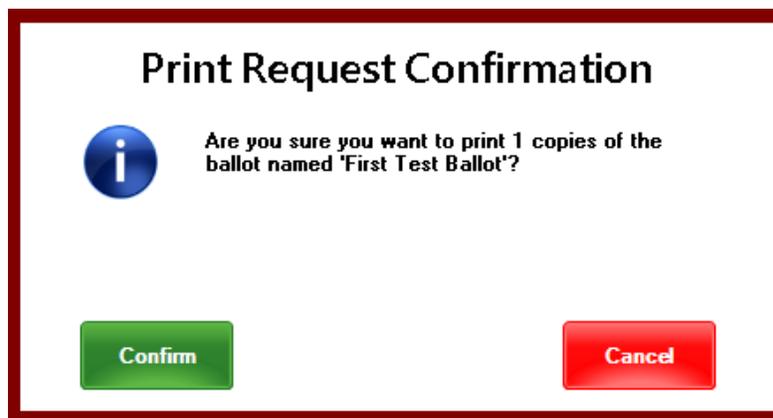
The voting district is the district identifier that will be placed at the top of the Receipt when you print a ballot. The voting district setting is shown in the Settings window as shown below.



Make the desired changes in the text box and click the Save button. **This is a global setting**, so all clients who connect to the Ballot Printing System database will receive the new settings when you change them. If the text box is greyed out, you do not have permissions to make this change.

Configure Optional Print Confirmation Window

There is an optional confirmation window that can be displayed to all users when printing ballots. **This is a global setting** and will result in all clients who connect to this Ballot Printing System database to display the print confirmation window shown below when printing.



To change the setting, click the Yes or No buttons and click Save.



Standalone Operation

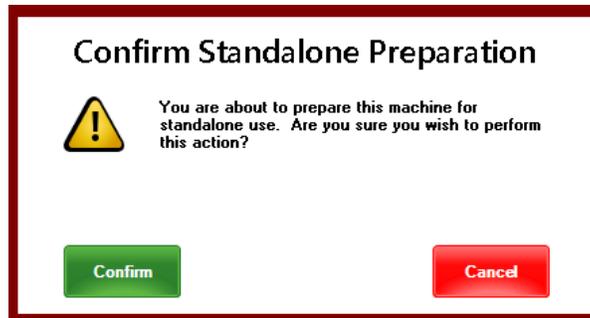
Standalone operation allows you to take a machine and continue printing/tracking ballots while the machine is disconnected from the network database.

Preparing Clients for Standalone Operation

To prepare a client for standalone use, click the Make Standalone button near the top of the Main window.



You will see a confirmation window appear asking you to confirm this action. Click Confirm to continue or Cancel to cancel the operation.



This process prepares a local database to be used as temporary storage for all ballots and logging actions being performed. Once the process is complete, a confirmation window will display and the program will close.



Logging in using Standalone Operation

To begin using Ballot Printing System in standalone mode, select the Standalone option at the first screen when you launch the application.

Not connected to the County network?



The login screen will display “Standalone” just above the login box. Enter your username and password to login to Ballot Printing System and click Login.

Login
Standalone

User Name:

Password:

Available Features in Standalone Operation

Some features are disabled in Standalone Operation. The following functions are available:

- Printing Ballots
- Logging Print Errors
- Changing User Passwords
- Viewing Print Audit Log (Only displays actions performed since being prepared for standalone use)
- Changing the Printer Configuration

Synchronizing Standalone Client to Network Database

After a client has been used in Standalone mode, it must be synchronized with the network database. This synchronization process updates the network database with all print actions that were performed while the client was in Standalone mode.

To synchronize a client to the network database, select the "Online" option from the initial login screen and login to Ballot Printing System. A message will be displayed indicating the client is currently in a deployed status and must be synchronized.



Click "Yes" to begin the synchronization process. After the process is complete, the application will close and you will be able to log in to the application using the online mode.

